

C. ADMINISTRATIVE SUPPORT JOB -GRADING STANDARDS

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DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
ACCOUNTING CLERK/TECHNICIAN AS-0525-0

EXCLUSIONS:

- Positions requiring professional knowledge and application of accounting principles and theory in the design, development, **installation**, operation or inspection of accounting systems; the audit or similar examination of accounts and records of transactions; or the examination, analysis, and interpretation of accounting reports. (See OPM PCS for Accounting and Budgeting Group **GS-500** and 510 in OPM "PCS," reference (h).)
- Positions involving the performance of clerical work in the receipt, disbursement, examination, deposit, safekeeping, or other clerical processing of cash items. (See Cashier Series AS-530.)
- Positions involving primarily the examination for accuracy, legality, compliance with regulations and justification of vouchers, invoices, claims, and other requests for payment. (See OPM PCS for Voucher Examining Series **GS-540** in reference (h).)
- Positions involving the maintenance and adjustment of inventory accounts and the records of property and supply transactions and the record control of the establishment of stock levels and the issuance of supplies and equipment, when such positions primarily require application of a knowledge of supply procedures. (See Supply Clerk Series AS-2005)
- Positions involving technical support work in limited phases of computer specialist functions or similar tasks in installing or operating data processing systems. (See OPM PCS for Computer related series **GS-330-335** or Computer Operator Series AS-332 in reference (h).)
- Positions involving primarily the operation of a bookkeeping machine on other than an incidental basis. (See Bookkeeping Machine Operator Series AS-354.)
- Positions involving primarily the computation and verification of pay, maintenance of records, and preparation of related reports as well as maintenance, review, and disposition of time and leave records. (See Payroll Clerk Series AS-544.)

TITLES :

The title for nonsupervisory positions at the AS-4 level is ACCOUNTING CLERK, for positions at AS-5 and above the title is ACCOUNTING TECHNICIAN.

The DoD Accounting Clerical standards are presented in a modified factor format, utilizing five pertinent factors. If existing position descriptions provide the necessary information, there shall be no need to rewrite the descriptions in a factor format. When accounting clerical positions need rewriting for classification purposes, the new description shall be prepared in the format of the DoD standard.

OCCUPATIONAL INFORMATION:

Bookkeeping is the process of analyzing, classified, and recording transactions in a prescribed manner to provide a means of reporting financial operations. Maintaining double-entry accrual accounting systems requires the use of methods, techniques, and procedures associated with the field of bookkeeping.

Double-entry accrual accounting systems involve a self-balancing set of accounts. Every transaction requires dual entries, designated as debit and credit entries, to provide this self-balancing feature. Accrual accounting involves separate accounts to reflect income in the period in which it is earned and received and expenses in the period in which they are incurred and paid.

An integrated double-entry accrual accounting system normally includes the following classes of accounts:

Fixed assets (reflecting land, buildings, equipment, and similar items of long-term value).

Current assets (reflecting cash, inventories, and similar items readily converted to cash).

Accrued assets (reflecting money or items of value due the activity).

Current liabilities (reflecting debts, items, or services owed to others).

Accrued liabilities (reflecting money, items, or services the activity is obligated to provide in the future).

Capital accounts (reflecting investments and the net worth of the organization) .

Current income accounts (reflecting monies received).

Accrued income accounts (reflecting monies earned but not yet received).

Current expense accounts (reflecting expenditures for goods and services).

Accrued expense accounts (reflecting expenses not yet paid).

Various budgetary and statistical accounts as required by the agency.

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Many accounting systems do not include all of these classes of accounts. Agency accounting policies may limit the classes of accounts at activities. In other cases, the nature of the activity may not require all of these accounts.

Work at the lower clerical levels may not require full understanding of double-entry accounting concepts and techniques involved in maintaining, adjusting, and balancing accounts or may only require single entry bookkeeping functions.

In most cases there is a progression of accounting clerical responsibility from the entering of original documents (for example, machine tapes, orders, bills, and receipts); posting to subsidiary ledgers or journals reflecting the cumulative status of individual accounts; summarizing and grouping of related accounts into control accounts or ledgers; and final recording in the general ledger reflecting over-all gain, loss, and status for management use. The preparation of reports and statements reflecting the financial condition and operating results for a specified period evolve from this process and reflect the end product of the accounting clerical functions.

In a semi-automated or automated system, the journals and subsidiary ledgers are replaced by computer print-out records and computer card tapes and discs, but the functions remain essentially the same.

ACCOUNTING CLERICAL/TECHNICIAN FUNCTIONS:

Basic functions typically include but are not limited to classifying accounting transactions; maintaining and reconciling accounts; closing accounts and preparing reports and statements; analyzing accounting data; and examining accounts. These functions are briefly described below:

Classifying accounting transactions" includes

- verifying the accuracy and completeness of the accounting data,
- determining the general ledger accounts, journals and subsidiary accounts affected and the debit and credit entries to be made,
- summarizing transactions having a like effect and preparing control sheets or other posting documents reflecting the entries to be made.

In classifying accounting transactions in automated systems, symbolic codes are used extensively. The codes used on various documents denote the accounts affected by the transactions.

Maintaining accounts includes

- reviewing documents to verify accounting data and necessary entries,

ACCOUNTING CLERK/TECHNICIAN AS-0525-0: (cent'd)

- preparing the required forms to enter data into the computer-ized system,
- taking a trial balance.

Reconciling accounts includes

- comparing account balances with related data to ensure agreement,
- reviewing records and source documents to identify the sources of discrepancies,
- determining the entries required to bring the accounts into balance.

Closing accounts and preparing balance sheets. (These are grouped together since they are normally based on the same worksheets.) This function includes

- determining necessary entries to reflect information not yet recorded,
- closing and balancing the accounts,
- segregating and grouping accounts as they will appear on the balance sheet, profit and loss statement, or other required statements,
- abstracting data reflecting financial conditions and operating results and presenting this data in the form of prescribed statements and reports.

Analysis of accounting data involves

- research in current accounts, previous reports, and source documents to develop specified information not readily available from current account balances,
- identifying significant changes in account balances and reviewing transactions to identify the actions that caused the changes.

Accounts examination includes

- detailed research to verify the accuracy of accounts and the adequacy of supporting documents,
- preparing worksheets or reports reflecting the examinations made, discrepancies noted, and the corrective entries required to adjust accounts.

ACCOUNTING CLERK AS-0525-4:

KNOWLEDGE REQUIRED BY THE POSITION:

-A knowledge of agency accounting procedures in order to perform simple, routine, and repetitive tasks.

-Applies a basic knowledge of accounting clerical methods, forms, and documents and the ability to understand relationships between numbers, accounts, and items in accounts.

-Requires a general knowledge of office practices and procedures as they relate to processing and sorting of financial data or records.

SUPERVISORY CONTROLS:

For both one-of-a-kind and repetitive tasks, the supervisor provides the incumbent with specific instructions on the nature of the assignment and techniques used in order to accomplish the task.

The work is closely controlled either through the nature of the work itself or the circumstances in which it is performed.

The supervisor reviews work in progress and completed for accuracy and adherence to established procedures or instructions.

GUIDELINES:

Assignments are covered by specific, detailed manuals and established procedures.

The employee works in strict adherence to guidelines and must consult the supervisor when it appears that assigned tasks will deviate from instructions.

COMPLEXITY:

-Work performed is repetitive in nature requiring a uniform approach to **handling** of documents.

-Little difficulty in deciding action to be taken.

PERSONAL CONTACTS:

Regular, recurring contacts are with accounting personnel within the immediate organization, office, or work unit and with related support units to obtain or provide information on the requirements for processing obligations.

ACCOUNTING TECHNICIAN AS-0525-5:

KNOWLEDGE REQUIRED BY THE POSITION:

-A knowledge of standard, prescribed procedures used to classify, verify, reconcile, and report accounting data in a segment of a general fund-accounting system. Although there are a large number of transactions, they are of a recurring nature and standardized in format.

-Knowledge of the chart of accounts, accounting codes, forms, and terminology used to define transactions in order to maintain a few subsidiary ledgers, prepare necessary documentation, and reconcile accounts with balance sheets.

SUPERVISORY CONTROLS:

The employee uses initiative in completing daily and routine assignments without detailed instructions. The employee consults the supervisor when encountering deviations or problems not covered by guides or instructions.

The supervisor ensures completed work is technically correct and in compliance with established procedures. The supervisor may review techniques used by the employee in accomplishing tasks.

GUIDELINES:

Assignments are covered by specific, detailed accounting manuals and established agency procedures.

The employee works in strict adherence to these guides and normally refers matters to supervisor when any deviation from established procedures is necessary.

COMPLEXITY:

The employee verifies, codes, balances, and reconciles a variety of **standard-**ized transactions of a recurring nature within a segment of an accounting unit.

There is normally no significant difficulty in identifying either proper accounts for coding or adjustments necessary to reconcile discrepancies and balance accounts.

The accuracy of the data handled affects other sections in the accounting unit in the reconciliation and balancing of the general ledger.

PERSONAL CONTACTS:

The regular, recurring contacts are with accounting personnel within the immediate organization to obtain, clarify, or provide information on the status of funds, requirements for processing obligations, and other similar matters. On occasion, contacts may include vendors and contractors for the purpose of obtaining, clarifying, or providing information on purchases, billing, and payments.

ACCOUNTING TECHNICIAN AS-0525-6:

KNOWLEDGE REQUIRED BY THE POSITION:

-A knowledge of accounting procedures relating to budget and expenditure limitations, transfers of funds, reimbursement of expenditures, refunds of administrative expenses, discounts, and handling of partial payments.

-A knowledge of accounting terminology, codes, and documents as they relate to the processing and maintenance of various transactions in an automated or manual system, an ability to detect and correct coding errors, and an ability to reconcile out-of-balance ledgers and prepare balance sheets.

-A knowledge of disbursements and fund accounting methods, procedures, and techniques used in maintaining, balancing, and closing accounts in an accounting system with some subdivision of accounts and where some judgment is needed in order to apply the proper accounting technique to similar situations.

An ability to validate accounting data and to prepare standard reports when they reflect the current status of accounts at a given period (such as balance sheets, profit and loss statements, and financial statements).

SUPERVISION:

The employee uses initiative in completing routine assignments without detailed instructions. However, guidance is readily available for unusual problems or situations that deviate from normal operations or when no clear precedent exists.

Techniques used by the employee in accomplishing assigned tasks are not reviewed in detail by the supervisor. Work is reviewed for completeness and accuracy of reports and statements prepared.

GUIDELINES:

Assignments are covered by prescribed accounting procedures. However, judgment is required in determining the differences in similar situations and in locating and applying the most appropriate procedures.

COMPLEXITY:

-Maintenance and reconciliation of accounts involving varied types of transactions that affect several control accounts. The employee identifies the appropriate account and codes the document in accordance with the chart of accounts. Reconciles accounts and prepares reports.

-Maintenance and reconciliation requiring close analysis of data and accounting situations to determine proper treatment. There are a large number of subsidiary accounts for which the employee must analyze data closely to assure that similar transactions affecting different control accounts are recorded properly.

ACCOUNTING TECHNICIAN AS-0525-6: (cent'd)

PERSONAL CONTACTS:

Regular, recurring contacts are with accounting, budgeting, and operating personnel within the organization and may occasionally be with members of the general public, such as supply, accounting or financial division, personnel, employees of vendor establishments, or contractors. The purpose is to obtain, furnish, or clarify information on the requirements for processing obligations or to resolve problems and deviations.

BENCHMARK NO. 1

ACCOUNTING TECHNICIAN AS-0525-6:

The purpose of this position is to perform double entry accrual accounting work in order to maintain a combination of journals and ledgers in a relatively small, preestablished, prescribed accounting system.

The incumbent works under the general supervision of an accountant or **higher-**grade employee who outlines new or revised policies and procedures. The incumbent carries out assignments independently; however, guidance is available for unusual problems or situations in which no clear precedent exists. Work is reviewed for completeness and accuracy of required statements and reports.

MAJOR DUTIES:

-Examines, verifies, and analyzes a variety of documents to determine their mathematical correctness, validity and clerical accuracy. These documents may include purchase orders, vouchers, payrolls, and property records, which are complicated by discounts, partial payments, or other such complexities.

-After determining the validity of documents, which usually requires a number of steps (for example, comparing **original** purchase order price and quantity against vendor charges, and if a disagreement exists, contacting vendor to resolve problem), completes necessary posting documents with back-up attached. Codes documents in accordance with established procedures and posts to appropriate journal or ledger.

-On a monthly basis, totals and posts to general ledger all accounts. Prepares worksheets and statements reflecting discrepancies and adjustments required to correct them. Closes accounts.

-Prepares reports monthly, quarterly, and annually, reflecting the financial condition of activities serviced by the accounting unit. These reports reflect the present or past financial status of the activity and include financial statements, profit and loss statements, and other prescribed documents.

ACCOUNTING TECHNICIAN AS-0525-7:

KNOWLEDGE REQUIRED BY THE POSITION:

-Knowledge of the interrelationship of accounts and the effects of debit and

ACCOUNTING TECHNICIAN AS-0525-7: (cent'd)

credit transactions on the overall system of general ledgers in a prescribed accounting system and an understanding of the relationship between the general ledgers and subsidiary accounts in an accounting structure requiring a number of assets and liability control accounts and extensive subdivision of accounts.

-Knowledge of agency practices and procedures in order to classify a wide variety of normal accounting transactions, maintain and reconcile accounts, and prepare a variety of reports reflecting a number of accounting relationships with extensive supporting documents.

SUPERVISORY CONTROLS:

The supervisor provides general guidance and advice on new or revised policies or procedures, and may suggest techniques for handling unusual situations which have no precedents. Employee proceeds with recurring transactions without technical assistance or instruction.

The employee is sufficiently informed on the progress and operations affecting the accounts so that he can carry out, in the established sequence, all normal work assignments .

The supervisor spot-checks the final product for technical soundness and conformity, but the techniques used by the employee in accomplishing the assignments are not reviewed.

GUIDELINES:

The employee has readily available a number of guidelines encompassing established procedures that can be applied to virtually all assignments.

The similarities among guides may require the employee to use judgment when applying the most appropriate procedure in order to reflect effectively the transactions in the account.

COMPLEXITY:

The employee's assignments may frequently include maintenance and reconciliation of accounts involving features such as varied types of advanced or deferred payments or transactions involving multiple funds. Reconciliation is complicated by many sources of errors. Various types of standardized transactions affect a large number of different control accounts.

The employee prepares reports and analyses used directly by other units for projecting, planning, and controlling costs.

ACCOUNTING TECHNICIAN AS-0525-7: (cent'd)

PERSONAL CONTACTS:

Contacts are with accounting, budgeting, or operating personnel with the organization or agency and with members of the general public, such as supply, accounting or financial personnel of vendors, contractors, or manufacturers to resolve differences in the cost when the price exceeds the original estimate and to obtain, clarify, or provide information not readily accessible.

BENCHMARK NO. 2 ACCOUNTING TECHNICIAN AS-0525-7:

The incumbent independently performs the full range of accounting duties using double-entry accrual accounting methods in a large-scale, prescribed accounting system.

The incumbent has access to a technically qualified accountant or **higher-** grade employee for precedent and unusual decisions, but normally performs full and complete accounting functions for assigned organizations. System changes are the responsibility of the supervisor.

MAJOR DUTIES:

-Classifying and verifying a wide variety of accounting documents (for example, warehouse transaction forms, payrolls, bank transaction documents, purchase requests, and requisitions) in order to ensure the arithmetical correctness and completeness of information and to prepare control sheets with appropriate accounting codes.

-Maintains double-entry bookkeeping journals and subsidiary ledgers posting entries to established accounts. (May, on occasion, be required to initiate action to establish additional ledgers and journals for new accounts). Prepares monthly balances, reconciles accounts, and transcribes to general ledger for close out of all accounts. In the case of imbalances, traces discrepancies, if necessary, to posting documents. Closes accounts.

-Computes, expenses incurred by individual activities for accounting services provided and assigns charges appropriately.

-Prepares financial statements, reflecting profit and loss and statistics such as incomes and expenditures by miscellaneous categories, liabilities, accounts receivable, bank account status, and fixed assets. Statements require development or securing of supportive documentation. As directed, compiles financial data to forecast anticipated expenditures and incomes for current **and** special planning on the basis of past business experience reflected in records maintained.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
ADMINISTRATIVE SERVICES CLERK AS-0301-0

ADMINISTRATIVE SERVICES CLERK AS-0301-4:

JOB ORIENTATION REQUIREMENTS:

The training or on-the-job development involves detailed instruction on the work to be performed, the guides to be followed, and the sequence of the various steps and tasks. The amount and complexity of the material to be learned is sufficiently extensive that an employee without prior specialized training or experience is normally in a learner or limited performance status for a period ranging from several weeks to a few months, after which the employee is normally capable of full performance of the work under supervisory control.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

A very large number of procedural guides in the form of manuals and written and oral instructions are applicable. These are specific and directly applicable to the work and always available, but because of their volume and nature, present some problems in selection.

OR

A few or limited number of substantive guides, instructions, regulations, manuals and precedents are applied. (Example: The guides, instructions, regulations, and decisions that apply to the preparation of expense item purchase orders for uncomplicated purchase transactions or for records disposition.) The guides and precedents cover substantive matters and tend to be in the form of rules, principles, and precedents applicable to problems clearly within the coverage of the guides. This usually requires some adaptation and interpretation of the guides. Considerable search may be necessary to locate the guides applicable to a specific substantive problem. This grade level is characterized by problems in deciding among several applicable precedents or guides. (Procedural problems may also arise and procedural guides may be used.)

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledge beyond that included in the guides and instructions is limited to understanding the services utilized within the organization and some familiarity with the work done in related organizational segments. Knowledge of clerical procedures is extensive.

OR

The body of knowledge is similar in kind or type but significantly less extensive than that described at the AS-5 level.

ADMINISTRATIVE SERVICES CLERK AS-0301-4: (cent'd)

ASSIGNMENT COMPLEXITIES:

Work consists of moderately complex assignments requiring numerous procedural clerical steps, the nature or order of which may vary to a significant degree from one assignment to another in accordance with instructions.

OR

Work consists of a few substantive types of narrow assignments, each requiring several clerical steps that may vary in nature and sequence on the basis of the requirements and characteristics of each individual case or work item.

JUDGMENT REQUIREMENTS:

The use of judgment is limited to choosing the appropriate instructions for application in each individual case or assignment from among a large number of guides and instructions and to recognizing problems requiring referral to others because the available instructions, regulations, manuals, or procedures are not applicable.

OR

The use of judgment involves selecting and applying a limited number of substantive guides, general principles, or general rules.

ADMINISTRATIVE SERVICES CLERK AS-0301-5:

JOB ORIENTATION REQUIREMENTS:

The work is of such difficulty, variety, or complexity, and requires knowledge of such an extensive body of guides, instructions, and subject-matter knowledge, as to require a total on-the-job training, experience, or development period ranging in time from several months to approximately 1 year.

This position requires subject matter knowledge of the administrative services offered, such as-records and files procedures involving specialized terminology and an understanding of detailed and specific instructions to be followed.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous guides, instructions, regulations, manuals, and precedents are **applied**. The guides and precedents cover substantive matters and tend to be in the form of rules, principles, and precedents applicable to problems clearly within the coverage of the guide, but which require some adaptation and interpretation.' Extensive search may be necessary to locate the guides applicable to a specific substantive problem. This grade level is characterized by significant problems in deciding among several applicable precedents or guides. (Procedural problems may also arise that are not covered by a specific guide.)

ADMINISTRATIVE SERVICES CLERK AS-0301-5: (cent'd)

The position may require subject matter knowledge to enable the incumbent to find precedents to be used as guidelines. The incumbent must determine what precedent sets forth the proper principle to be applied in each problem case.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledges are substantive in nature (that is, of a body of knowledge of the organization's programs and operations or of a body of principles and concepts) and are in addition to the knowledge of procedures (that is, rules, guides, and instructions) typical of the lower-grade levels.

Positions at this grade level are those requiring knowledge of a subject matter area and usually involve use of specialized terminology or of a body of principles and concepts. Their subject matter background must enable them to use a wide variety of reference books on a regular basis.

ASSIGNMENT COMPLEXITIES:

Work consists of a series of numerous procedural and substantive steps varying in nature and sequence according to each case or transaction.

JUDGMENT REQUIREMENTS:

Selectivity is used in choosing and selecting, not only from among a very large number of procedural guides, but also from numerous substantive guides; in making clerical decisions of a substantive nature requiring selecting the best from a group of prescribed alternatives; and in recognizing for referral to others problems not covered by the available guides.

Some Administrative Services Clerk positions require substantive subject matter knowledge, in which a high degree of judgment is needed to select the most appropriate procedure from a number of possibilities.

ADMINISTRATIVE SERVICES CLERK AS-0301-6:

JOB ORIENTATION REQUIREMENTS:

The work is of sufficient complexity, variety, and difficulty, and requires extensive knowledge of such a large and complex body of guides, instructions, and subject matter knowledge that a period of on-the-job experience, training, or development ranging from many months to approximately 1 year is required in addition to the training described at the AS-5 level.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Extensive guides in the form of instructions, regulations, manuals, and precedents are applied. The guides and precedents for substantive matters are policies, regulations, and principles that are not specific and detailed

ADMINISTRATIVE SERVICES CLERK AS-0301-6: (cent'd)

and therefore require considerable interpretation and adaptation. Extensive searches may be necessary to locate existing guides or to verify that no guide or precedent is available. Use of a large assortment of reference books on a regular basis, along with instructions and guides, is characteristic of this grade level.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

The body of subject matter knowledge applied is similar in nature to that at the AS-5 level but is significantly more extensive and complex. A knowledge and understanding of the subject matter involved is required to enable the incumbent to understand and use the technical terminology and to make requests for technical textbooks and other special guides that are regularly required.

JUDGMENT REQUIREMENTS:

Selectivity is exercised in determining alternatives from among a very large number of substantive guides; in recognizing possible alternative actions when these are not prescribed or readily apparent; in selecting or devising the procedural steps necessary in solving substantive clerical processes; and in recognizing and referring to others those problems that require other than clerical decisions or actions.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
AUDIT CLERK AS-0501-04

DUTIES AND RESPONSIBILITIES:

- Reviews summary and daily cash reports, reports all excesses and shortages over a stipulated amount to supervisor.
- Maintains an up-to-date list of the location of each cash register and the departments registered on each cash register key.
- Audits service vouchers such as vending machine cash receipts, barber chits, beauty salon check slips, personal services receipts, and credit sales slips.
- Maintains a number control on accounting documents that relate to sales operations .
- Audits and maintains a number control of layaway tickets and secures unused tickets.
- Prepares a depository transfer check when day's receipts are deposited by cashier.

Or as an invoice audit clerk:

- Examines incoming invoices for correctness by comparing them with purchase order for verification of merchandise quantities ordered and received, unit prices, discount terms, extensions and additions, and shipping charges.
- Maintains number control on reports of goods received, chargebacks, and credit memos as they are processed.
- Issues chargebacks and credit memos for errors in invoices, credit memoranda, and refunds.
- Prepares invoices, chargebacks, and credit memos for submission for payment.
- Maintains such files as "open" purchase orders and invoices and "open" and "completed" reports of goods received.
- Initiates correspondence to effect necessary adjustments and corrections.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established AS-4 grade level with the rationale for the grade selected documented and attached to the position description,

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
BOOKKEEPING MACHINE OPERATOR AS-0354-O

BOOKKEEPING MACHINE OPERATOR AS-0354-2:

Positions in this class involve the performance of bookkeeping machine duties of the difficulty and responsibility described in the following paragraphs and **may** also include the performance of clerical duties classifiable at this or at the AS-1 level.

At this level, employees perform such duties as posting (to ledger accounts or to stock control, inventory, or statistical records in card or other form), billing, listing, scheduling, and preparing summaries or recapitulations when such work requires the ability to operate one or more types of bookkeeping machines with acceptable speed and accuracy and to apply a limited variety of specific procedures.

Bookkeeping machine duties are characterized by the following elements:

All the duties normally performed and all matters normally involved in the work are prescribed or provided for in established procedures or instructions that may be in written or oral form and are either readily available or have been learned so well that physical reference to them is seldom necessary.

The procedures applied are limited in number and variety.

The documents from which entries are posted or recorded are prepared (usually by other employees) to ensure that misplaced items are both rare and clearly apparent; there is little or no incidence of omitted items and that specific provision is made for the few cases that may occur; there is little or no necessity for interruption of the machine operation to correct errors or resolve deviations from applicable procedures; items appear on the document in the order in which they are to be entered on the bookkeeping machine form; and there are few, if any, instances involving deviations from established procedures.

Operation of the bookkeeping machine requires a degree of sustained attention and alertness such as that involved when a relatively small number (three or four) of machine registers is adequate for all of the accumulating processes involved; successive entries are generally made in consecutive columns on the bookkeeping machine form; the arithmetic process performed from one vertical column to another is primarily or exclusively either addition or subtraction and cases in which both **these** processes are involved are unusual; and (d) the entries are normally all of one kind, that is either debit or credit entries, so that instances involving a combination of both debit and credit entries occur **seldom**, if at all.

Typically, the accuracy of the entries is verified by comparison with pre-established control figures, and reconciliation duties are limited to checking each individual entry on the bookkeeping machine form against each individual item on the posting or source document.

The work usually requires only such familiarity with the overall or basic nature and purpose of the reports or records prepared as is necessary for the operator to recognize such errors or discrepancies as quantity or money amounts that are excessively larger or smaller than those appearing in most of the entries involved; instances in which operational defects in the bookkeeping machine result in incorrect totals; and obviously incorrect codes.

Such matters as failure to reconcile after verification of individual entries; questions concerning the methods to be used in applying pertinent procedures; and cases that deviate in any way from established procedures are referred to the supervisor.

Some positions in this class consist of training in bookkeeping machine duties characteristic of the AS-3 level under the direct observation of the supervisor or a bookkeeping machine operator in a higher-grade position and in accordance with specific instructions regarding the operation and control of one or more kinds of bookkeeping machines; the source documents and bookkeeping machine forms to be used; the order in which entries are to be made; the control figures and methods to be used in balancing or reconciling; and any other matters that may be involved in performing the bookkeeping machine operation. In positions of this kind, supervisory control over the work becomes progressively less direct and detailed as proficiency is attained until the employee is capable of performing the duties under the kind of supervisory control described in this **standard** as characteristic of the AS-3 level.

BOOKKEEPING MACHINE OPERATOR AS-0354-3:

Positions in this class include the performance of bookkeeping machine duties of the difficulty and responsibility described in the following paragraphs; the performance of such bookkeeping machine duties and, in addition, **clerical** duties classifiable at this or a lower level; or the performance of clerical duties classifiable at the AS-3 level and, in addition, bookkeeping machine duties that are both paramount and classifiable at the AS-2 and/or AS-3 levels.

Bookkeeping machine work at this level is characterized by the following elements:

The source documents and bookkeeping machine forms to be used, the methods to be used in preparing the records involved, and other similar matters are described in detail in established procedures, but the work regularly requires the exercise of some judgment in such matters as determining, in accordance with specifically applicable procedures, the action to be taken in the case of omissions, errors, or discrepancies and the most likely location or source of errors revealed through the trial balance or through failure to balance to an established control figure.

The procedures are more numerous and varied than those typically involved at the AS-2 level. They pertain to a variety of records, forms, or source documents and provide for such additional or different matters as recording information when multiple entries or multiple arithmetic processes are involved;

selecting information from source documents and posting or recording it when the order to be followed differs from the order of the items on the source documents; selecting the appropriate detail or subsidiary documents and methods to be used in taking trial balances; and determining the sources of detail information and the classifications to be used in summaries or recapitulations .

The documents from which entries are posted or recorded are such that omissions, discrepancies, errors, or similar deviations are frequently encountered so that the work typically includes determining which of the prescribed alternative actions, with respect to specific documents, is appropriate and securing the information necessary to related organizational units in accordance with established procedures that identify the sources and the general nature of the required information.

Operation of the bookkeeping machine requires a degree of sustained attention and alertness such as that involved when a relatively large number of machine registers is necessary from one vertical column to another which normally includes both addition and subtraction, or successive entries cannot be made in consecutive columns so that return to preceding columns on the bookkeeping machine form is necessary; or a large number (approximately 20) of machine registers is used for accumulating purposes in the preparation of summaries.

The work normally requires an understanding of the basic nature of the arithmetic processes involved in, for example, the performance of posting duties that involve both debit and credit entries and both addition and subtraction processes in the individual bookkeeping machine record; or the preparation of summaries, recapitulations , or other records that require distributing the detail records, selecting the correct information directly from the source material, establishing the control figure in accordance with specific procedures, and making, adjusting, or correcting entries to reconcile with the control figure.

Typically, the accuracy of the work is verified by taking a trial balance in accordance with established procedures prescribing the specific subsidiary records and methods to be used; balancing to a control figure established in operations accomplished in other organizational units so that verification of the accuracy of the control figure may also be required; or using other methods that are equivalent and require the application of knowledges and abilities additional to those involved in checking individual items and entries.

The work normally requires the application of a knowledge of the relationship between the subsidiary reports or records and the primary or control document involved and of the procedures of other units engaged in other processing of the same documents in making such determinations as the most likely location of error in cases of failure to balance to control figures based upon consideration of the size or nature of the numerical quantities involved; and whether discrepancies are most likely caused by time lag between successive processing steps, adjustment of the item, errors in previous processing, or other causes of a similar nature.

BOOKKEEPING MACHINE OPERATOR AS-354-2: (cent'd)

Such matters as failure to balance the trial balance, inability to locate errors in previous processing, inability to establish that the prepared report or the control figure is erroneous, and unusual deviations from established procedures (for example, source documents containing errors or discrepancies entirely different from those previously encountered) are referred to the supervisor.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
CALCULATING MACHINE OPERATOR AS-0355-0

CALCULATING MACHINE OPERATOR AS-0355-3:

NATURE AND VARIETY OF WORK:

Calculating machine duties typical of this level involve the initial computation or the verification of numerical quantities when this requires the application of arithmetic knowledges of limited scope and complexity, the use of a moderate variety of specific procedures, and the exercise of little or no judgment.

The calculations involved are of limited complexity and variety and require arithmetic knowledge of restricted scope. Calculations of this kind include simple accumulations or series in which each calculation consists of two or three steps and involves one or two arithmetic processes; and division operations that involve relatively small quantities (for example six-digit whole numbers or two or three-place decimal numbers) and, hence, do not require the use of reciprocals, split division, or similar shortcut methods. In calculations typical of this level, the rounding practices or similar computing procedures used and the specific arithmetic processes involved remain constant within any individual series of calculations, and there is, normally, little, if any, variation in these elements from one series to another. The calculations may involve one or more of the fundamental arithmetic operations but ordinarily not a combination of all four such operations in any one series of calculations.

Normally, the documents or forms involved are relatively simple and closely similar in format (for example, lists, tabulations, or other numerical arrangements of equivalent complexity). The material from which figures are entered into the calculating machine ordinarily contains few errors or discrepancies so that there is little or no need for making major adjustments for variations in the type of entry or for interruption of the machine operation and the degree of concentration necessary to maintain accuracy and speed is substantially less than that required at the next higher level.

Responsibility for locating errors is typically limited to rechecking individual entries against original items, repeating the calculations, or performing similar duties that do not require an understanding of the basis for, or the relationship between, the arithmetic processes involved. Discrepancies that are not resolved by this means are referred to the supervisor.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The work is performed in accordance with established procedures or detailed oral or written instructions prescribing the documents, forms, or source material to be used; the arithmetic operations to be performed; the order of their performance when more than one arithmetic operation is involved; the methods to be used in checking for accuracy; the action to be taken in cases of error or discrepancy; the disposition to be made of the results of the calculation; and all other matters involved in the work.

CALCULATING MACHINE OPERATOR AS-0355-3: (cont'd)

Strict adherence to these procedures is required, and, consequently, there is little or no need or opportunity for originality, ingenuity, or the use of judgment in performing the duties.

CALCULATING MACHINE OPERATOR AS-0355-4:

NATURE AND VARIETY OF WORK:

Calculating machine duties typical of this level involve the initial computation or the verification of numerical quantities when this requires an understanding of the relationships among complex arithmetic calculations (defined below); ability to apply a wide variety of less complex procedures, the exercise of judgment in performing related duties; or a combination of these. Calculating machine duties classifiable at this level are of the type described in either paragraph (A) or (B) below.

(A) Calculating machine duties that involve complex arithmetic calculations and require the use of judgment in performing incidental or related duties. These duties are characterized by the following:

The calculations involved are normally complex and require arithmetic knowledge of substantially wider scope than those described at the AS-3 level. These calculations typically require an understanding of the effect of each individual arithmetic operation on successive steps in multiple-step sequences and their relation to the final results in order to recognize inconsistencies and avoid errors during machine operation or to locate the cause of errors in verification work; and continuing and extensive use of reciprocals, complementary numbers, split division, or other similar shortcut methods and techniques and a thorough understanding of the decimal system in the accomplishment of division operations, or other arithmetic knowledge and abilities of equivalent complexity. Elements of this kind occur in individual calculations consisting of multiple steps in which several or all of the fundamental arithmetic operations occur in the same or in varying sequence; division operations involving large numbers and numerous decimal places; calculations of averages, ratios, interest, percentages or similar relationships in accordance with specifically applicable procedures when this involves the derivation of the bases for these from the given numerical data and such bases normally vary from one group of calculations to another; and the application of prescribed algebraic, statistical, or other similar formulas, provided the required knowledge is limited to a knowledge of the fundamental arithmetic operations and does not include a knowledge of the mathematical theory or techniques concerned.

Such matters as the forms, documents, or source material to be used, the arithmetic operations to be performed, the order of their performance, and the computing practices to be followed are normally prescribed in detail in established procedures or in written or oral instructions. However, such matters as the methods to be used in locating errors, resolving discrepancies in the source material, or balancing to control figures are usually described only in

CALCULATING MACHINE OPERATOR AS-0355-4: (cent'd)

general terms or are not described at all so that judgment must be applied in determining the method that is most economical, expedient, or effective in the particular circumstances involved.

The work includes resolving discrepancies between the figures computed personally by machine operation and the figures established for control purposes; locating the cause of errors in calculations that are verified and referring these to the original computer for correction; and performing other duties requiring an understanding of the relationships of the forms and their contents to the computational work to be done, but not requiring a substantive knowledge of the contents of the documents.

(B) Calculating machine duties that are similar to those at the AS-3 level insofar as complexity of the calculations involved and specificity of the procedures applied are concerned, but differ in that the assignments require the use of a substantially wider variety of procedures. In positions at this level, the variety of procedures is equivalent to that involved when (1) the documents or forms concerned are numerous (approximately 30 or more), (2) the kinds of arithmetic operations, the character of the numerical data, and/or the type of computing practices used differ from one document or form to another, and (3) the variations in these elements normally occur within a relatively short time cycle (1 or 2 weeks or shorter periods).

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The work may involve the application of procedures that prescribe in detail all matters concerned in the preparation of summaries involving the use of prescribed classifications different from those in the source material and requires the extraction of data from different locations within the source material; and the use of source material characterized by a high incidence of errors or discrepancies requiring correction through reference to other information in the source material or in other immediately available and prescribed sources.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
CASHIER AS-0530-3

CASHIER AS-0530-3:

NATURE OF ASSIGNMENT:

This is an entry-level position with duties such as assisting higher-grade employees and performing well-established, clear-cut duties. The employee prepares reports, performs arithmetical computations, and arranges a variety of instruments into prescribed order prior to other procedural and substantive reviews by other cashiers.

PERSONAL CONTACTS:

Personal contacts are limited to fellow employees, mainly for skills improvement and specific guidance.

SUPERVISORY CONTROLS:

The supervisor provides detailed instruction for each new task. The work is subject to detailed reviews to ensure compliance with agency directives and for on-the-job training. The employee is not expected to deviate from guidelines.

KNOWLEDGE REQUIRED:

Knowledge of routine business office procedures is required.

CASHIER AS-0530-4:

NATURE OF ASSIGNMENT:

Cashiers AS-4 may be in developmental positions. In addition to all procedural aspects of cashier duties, these employees perform routine substantive audits, examinations, disbursement, and receipt of cash items. Other Cashiers AS-4 perform all the procedural aspects of cash item control. AS-4 cashiers perform

- blocking, **totalling**, and balancing.
- determining propriety of remittance to billings.
- examining cash and instruments for validity.
- balancing a variety of cash management and control documents.

PERSONAL CONTACTS:

Cashiers AS-4 meet and deal with customers for the more routine matters and with other employees for information exchange and clarification of interagency procedure.

SUPERVISORY CONTROLS:

Cashiers AS-4 receive moderate supervision and are able to manage their day-to-day procedural activities with limited direction. Cashiers are provided assis-

CASHIER AS-0530-4: (cent'd)

tance and more specific guidance for investigations of the substance and propriety of cash items. Routine work is spot-checked upon completion, and new assignments are reviewed while in progress.

KNOWLEDGE REQUIRED:

Cashiers AS-4 must be knowledgeable in cash management rules, regulations, and procedures in order to make a choice of applicable guides.

CASHIER AS-0530-5:

NATURE OF ASSIGNMENT:

Cashiers AS-5 are responsible for the full range of cash management duties and perform teller functions with more emphasis on substance than procedure. Although AS-5 cashiers are at the full performance level, they are not normally required to perform simultaneous operations. For example:

- receipt or disbursement, or both, but not simultaneously.
- same as AS-530-4 tasks, but with broader scope and transactions with subgroups and balancing to grand totals.
- analyzing audit trails to ensure propriety prior to disbursing funds.
- tracing and correcting erroneous data on computer runs.

PERSONAL CONTACTS:

Cashiers AS-5 deal with customers in areas requiring tact and courtesy as issues may be sensitive. Cashiers deal with other employees and senior officials (accountants, inspectors, and contractors) involved in cash management.

SUPERVISORY CONTROLS:

Employees work under general supervision. Day-to-day operations are not normally reviewed, and the employee is expected to comply with appropriate guides and directives.

KNOWLEDGE REQUIRED:

Cashiers at this level require a good working knowledge and rapid, accurate application of the full range of basic cash-processing regulations, procedures, and computations.

CASHIER AS-0530-6:

NATURE OF ASSIGNMENT:

Grade AS-6 cashiers are assigned to positions with many suspense actions, deadlines, and high-volume customer contacts and are recognized as technically expert in procedural cash management matters. The following duties are typical:

CASHIER AS-0530-6: (cent'd)

- Applying official regulations to cash management and accountability.
- Performing routine receipt and disbursement as simultaneous operations.
- Performing reconciliation, balancing and auditing of receipts for a moderate number of categories on a simultaneous basis.
- Using double-entry bookkeeping techniques to ensure proper cash management accountability.
- Trouble-shooting routine actions by verifying audit trails and correcting errors.
- Searching for substantive solutions and recognizing unique and unusual trends or other problems in cash management.

PERSONNAL CONTACTS:

Cashiers AS-6 have heavy customer contact and meet and deal with organization officials, important persons, inspectors, and banking officials.

SUPERVISORY CONTROLS:

Cashiers AS-6 perform with limited supervision and manage their own work priorities and suspense activities. Work is subject to little or no review. Overall performance is based on compliance with agency policy and procedures.

KNOWLEDGE REQUIRED:

Although similar to AS-5, Cashiers AS-6 require a broader knowledge of banking practices and currency negotiability.

CASHIER AS-0530-7:

NATURE OF ASSIGNMENT:

Grade AS-7 Cashiers, in addition to the nature of the assignment for AS-6, independently process the full range of assignments that include, but are not limited to

- detecting counterfeit currency.
- processing foreign currency.
- receiving, counting, verifying and collecting cash receipts and money from cash registers.
- assisting lower-grade cashiers.
- training of lower-grade cashiers, as required.
- using double-entry bookkeeping techniques in reconciling, balancing, and auditing of receipts and disbursements in a very large number of categories.

PERSONNAL CONTACTS:

Contacts are the same as described at AS-6, but with a greater variety of contact with officials and more complex transactions.

CASHIER AS-0530-7: (cent'd)
SUPERVISORY CONTROLS:

Cashiers at this level receive little or no supervision. Incumbents manage their own schedules and apply guides and interpret directives for cash management activities.

KNOWLEDGE REQUIRED:

Cashiers AS-7, in addition to the knowledge reflected at the AS-6 level, must have a thorough understanding of numerous regulations, instructions, policies, and procedures pertaining to all types of receiving and disbursing transactions. Also, these cashiers have a substantial knowledge of banking practices and currency.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
CLERK-STENOGRAPHER AS-0312-O

GRADE-LEVEL STANDARD:

Positions under this standard are classified according to the nature of the stenographic work; the nature of terminology encountered; the level of responsibility involved in the work situation; and the complexity of the recording situation.

CLASSIFICATION FACTORS:

The most important factor to be considered in classifying positions in this standard is the nature and variety of work, which includes the nature of the work situation. The qualifications required, originality required, the nature of the commitment responsibility, and, to the extent appropriate, the nature of supervisory control over the position are included in the nature and variety of work factors discussed later in this standard. Other classification factors, which do not provide a basis for distinguishing the grade levels of positions within this series, but which have been considered in determining the appropriate grade range for stenographic work within the total range of grades possible, are described below.

Guidelines include instructions or manuals and other standard references which are used to ensure the correctness of format, spelling, punctuation, grammar, and word usage. In positions at the higher levels, guidelines may also include textbooks, technical dictionaries, material available only in the unit concerned, and similar reference materials.

Person-to-person work relationships in stenographer positions are those made with one person for the purpose of recording dictated material.

Supervisory control over the position is exercised by the dictator or an employee in a position of a higher grade, or both, and it includes the assignment of work, instructions in new or revised procedures and policies, and advice, as required, with respect to their applicability. The application of the knowledges and skills involved in recording and transcribing spoken material is not normally reviewed. Those elements of supervisory control over the position that may differ from one position to another and thus affect the classification value of positions are described at the appropriate grade levels in this standard.

CHARACTERISTICS OF SHORTHAND WORK:

The difficulty of recording spoken material in shorthand symbols depends upon differences in the degree of skill or speed required, the extent of the vocabulary knowledge and subject matter familiarity necessary to recognize the terms used and to follow the speaker, and the complexity of the recording situation. Differences in these elements are reflected in variations in the nature or degree of specialization in the material recorded; the extent of the vocabulary and subject matter knowledge necessary to recognize the terms used and to follow the speaker; and the degree of control over the required recording

CLERK-STENOGRAPHER AS-0312-0: (cent'd)

speed exerted by such elements as permitting interruption of the speaker, requiring the speaker to remain aware of the recording ability of the shorthand writer, or requiring a less than verbatim record. Other elements affecting the difficulty of shorthand work are the extent of the required knowledge of grammar, punctuation, capitalization, spelling, and related matters; the degree of typing skill required, as indicated by whether material is typed initially in final or preliminary form; the degree of judgment involved in performing such duties as determining the proper placement of typed material and securing and assembling supplemental material; the extent of the knowledge of the functions and procedures of the assigned organizational unit and related units; the nature of individual employee assignments; the reference sources and materials required to secure and assemble supplemental material, obtain clearances, check citations, and perform similar duties; and the degree of finality of responsibility for the work made by the supervisory or other concerned employee. Differences in these elements are reflected in variations in the nature of the work situation.

CLERK-STENOGRAPHER AS-0312-4:

Positions at this level include the performance of stenographic work of the difficulty and responsibility described in the following paragraphs, and frequently also include the performance of clerical work that may be classified at this or a lower grade.

Most positions at this level include the recording and transcription of terminology that is average or not highly specialized, in a work situation involving a normal level of responsibility. Positions of this kind are characterized by the following elements:

- Material is dictated at the dictator's normal rate of dictation. However, the Clerk-Stenographer may interrupt for repetition of material that is spoken too rapidly, is unintelligible, or is unfamiliar.

- The dictator provides, or the Clerk-Stenographer may interrupt for, the spelling of and the time necessary to record words, terms, or expressions that do not recur frequently, are similar in sound but different in spelling, or are unusual for other reasons.

- Paragraphing is usually dictated for material of any kind. Punctuation and capitalization are dictated in the case of material that differs in content or vocabulary from that normally handled, or when requested by the Clerk-Stenographer. The Clerk-Stenographer is responsible for spelling, punctuation, capitalization, and basic grammar in the case of material that recurs regularly or involves routine subject matter.

- The Clerk-Stenographer is responsible for typing work, including typing of transcripts of dictation, that does not exceed in difficulty that described in the standard for Clerk-Typist AS-0322-4.

CLERK-STENOGRAPHER AS-0312-4: (cent'd)

-Stenographic notes regarding material of other than a routine nature are usually transcribed in rough draft form for review by the dictator.

-The Clerk-Stenographer may assemble required supplemental material independently when this involves the use of detailed, clearly defined instructions or established procedures providing the specific identity of the material, the source from which it is to be secured, any necessary records or clearances to be made in obtaining it, and action to be taken with respect to any other matter involved. In all cases that are unusual because of infrequency of occurrence, deviation from routine material, or for any other reasons, detailed instructions concerning all matters involved in assembly are given by the dictator.

-Transcribed material is reviewed for adherence to the material dictated; accuracy of spelling, capitalization, and similar matters; grammatical correctness; neatness of allowable erasures and corrections; propriety of arrangement and spacing of the typed material; clearness and neatness of copy; accuracy of any references to source material; and conformance with established procedures or instructions regarding such matters as routings to concerned organizational units, clearances, and number of copies. Material prepared in rough draft form is reviewed for these purposes prior to final typing, and the final transcription of such material is reviewed for conformance with the rough draft.

CLERK-STENOGRAPHER AS-0312-5:

Positions at this level include performance of either stenographic duties of the difficulty and responsibility described in the following paragraphs, or clerical work classifiable at this grade level and also stenographic work of the difficulty and responsibility described at AS-4 or in the following paragraphs. Clerk-Stenographer AS-5 positions may also include other clerical work classifiable at a lower grade.

Some positions at this level include the recording and transcription of terminology that is average or not highly specialized in a work situation involving a high level of responsibility. Positions of this kind are characterized by the **following** elements:

-Material is normally dictated without regard to the recording speed of the Clerk-Stenographer and without interruption by the Clerk-Stenographer. The dictator may, in some cases, spell or explain terms peculiar to new or emerging fields, but typically the Clerk-Stenographer is responsible for securing information on such unfamiliar words from reference sources or, in rare instances, from the dictator subsequent to dictation.

-The Clerk-Stenographer is responsible for the correct punctuation, capitalization, spelling, and grammar of the material transcribed and for the proper placement or arrangement of **all** typed material including tabular or other nonnarrative material.

CLERK-STENOGRAPHER AS-0312-5: (cent'd)

-Stenographic notes are usually typed. in final form without intermediate rough draft and presented with all related supplemental material completely assembled.

-The assembly of any required supplemental material requires the application of a knowledge of material in files, the subject matter of individual employee assignments within the organizational unit involved, and the checking of cited or standard reference sources available in the same or related organizational units or the library of the employing organization.

-The review of work performed includes spot-checking of transcribed material in final form to ensure accuracy and conformance with established form and procedure. Supplemental material is reviewed for accuracy as to content only in cases that deviate in subject matter from those normally handled.

-Other positions in this category are characterized by

-an average or nontechnical type of vocabulary.

-a level of responsibility similar to that described at the AS-4 level,

-the inclusion of other kinds of clerical duties and responsibilities classifiable in grade AS-5 by reference to other appropriate classification standards.

A third type of position in this class includes the recording and transcription of terminology that is highly specialized in a work situation involving a moderately high level of responsibility. Positions of this kind are characterized by the following elements:

-Material is normally dictated without regard to the recording speed of the Clerk-Stenographer, but interruption by the Clerk-Stenographer occurs occasionally. The dictator usually spells or explains terms peculiar to new or emerging fields but, typically, the Clerk-Stenographer is responsible for securing information on other unfamiliar words from reference sources or, in rare instances, from the dictator after dictation.

-The Clerk-Stenographer is responsible for the correct punctuation, capitalization, spelling, and grammar of the material transcribed and for the proper placement or arrangement of all typed material including tabular or **non-**narrative material.

-Stenographic notes are usually typed in final form without intermediate rough draft and presented with all related supplemental material completely assembled.

-The assembly of any required supplemental material requires the application of a knowledge of material in files, the subject matter nature of individual employee assignments within the organizational unit involved, and the checking of cited or standard reference sources available in the same or related organizational units or a reference library.

CLERK-STENOGRAPHER AS-0312-5: (cent'd)

-All transcribed material is reviewed in final form for adherence to the material dictated; correctness of spelling, punctuation, grammar, and similar matters; propriety of arrangement and spacing; accuracy of any references to source material; and conformance with established procedures or instructions regarding such matters as routing to concerned organization units and clearances.

CLERK-STENOGRAPHER AS-0312-6:

Positions at this level include performance of either stenographic duties of the difficulty and responsibility described in the following paragraphs, or clerical work classifiable at this grade level and also stenographic work of the difficulty described at the AS-5 level or at any lower grade. Clerk-Stenographer AS-6 positions may also include other clerical work classifiable at a lower grade level.

Positions in this level include the recording and transcription of terminology that is highly specialized in a work situation involving a high level of responsibility. Positions of this kind are characterized by the following elements:

-Material is normally dictated without regard to the recording speed of the Clerk-Stenographer and without interruption by the Clerk-Stenographer. Typically, the Clerk Stenographer is responsible for securing information on terms peculiar to new or emerging fields or similar unfamiliar words from reference sources, referring to the dictator after dictation for such information only in rare instances.

-The Clerk-Stenographer is responsible for the correct punctuation, capitalization, spelling, and grammar of the material transcribed and for the proper placement or arrangement of all typed material, which may include the complicated spacing problems involved in arranging tabular or other nonnarrative material to conform with highly stylized and complex format requirements .

-The Clerk-Stenographer is responsible for making **such changes** in wording as required to eliminate colloquial and undesirable idiomatic expressions, correct inadvertent grammatical errors, or ensure consistency of the text with material presented in tabular form or with quotations from reference sources.

-Responsibility for collecting or excerpting material to be incorporated in the final copy from reference material, a reference library, or other similar sources on the basis of instructions that identify such material in general terms may be included.

-Stenographic notes are usually typed in final form without intermediate rough draft and presented with all related supplemental material completely assembled. (Stenographic notes may be occasionally typed in rough draft form when this is done **solely** at the request of the dictator for his further consideration or revision of the contents, wording, style, organization, or other matters for which the Clerk-Stenographer is not responsible.)

CLERK-STENOGRAPHER AS-03 12-6: (cent'd)

-The assembly of any required supplemental material requires the application of a knowledge of material in files and the subject matter of individual employee assignments within the organizational unit involved. The Clerk-Stenographer must ensure the accuracy of any bibliographic or other references involved by referring to source materials available in the same or related organizational units or a reference library.

-The review of work performed includes spot-checks of transcribed material in final form to ensure the maintenance of accuracy and conformance with established form and procedure. Supplemental material is reviewed for accuracy as to content only in cases that deviate in subject matter from those normally handled.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
CLERK-TYPIST AS-0322-0

GRADE-LEVEL STANDARD:

The grade levels in this standard describe typing work classified at each grade. Clerical work is not described in detail at the several grade levels in this standard. Rather, such clerical work shall be evaluated as to grade level by reference to standards appropriate to the work performed.

CLASSIFICATION FACTORS:

The most important classification factor to be considered in classifying Clerk-Typist positions is the nature and variety of the work. Differences in the difficulty of typing work are measured in this standard in terms of differences in the duties inherent in all typing work. Differences in the nature, variety, and responsibility for clerical work also affect the grade levels of positions in this series.

Typing work that requires a qualified typist always includes such tasks as

- applying the vocabulary knowledge necessary to maintain speed and accuracy in typing from printed or written copy.

- applying judgment in the spacing and arrangement of the material typed.

- ensuring the correct punctuation, capitalization and grammar in the material typed.

- arranging the material in the form necessitated by the nature of the subject matter, the purpose for which it is to be used, the format required by regulations, or other similar requirements.

CLERK-TYPIST AS-0322-2:

Positions at this level include the performance of typing duties either as a trainee for the purpose of acquiring the typing skill and ability described at the AS-3 level or as a Clerk-Typist performing typing work on an incidental or substantially full-time basis. Positions of this level frequently also include the performance of clerical duties classifiable at the AS-2 level.

In trainee Clerk-Typist positions, assignments initially involve the performance of very simple typing duties in accordance with detailed instructions and under close observation. The work is evaluated periodically to determine the trainee's aptitude, competence, progress, and capacity to perform higher-level work.

In nontrainee positions at this level, typing work may be performed on an incidental basis or on a substantially full-time basis.

Following are examples of typing duties classifiable at this level:

CLERK-TYPIST AS-0322-2: (cent'd)

-Typing clearly identified information such as names, addresses and identification numbers, on index cards, forms and other documents, when the information is taken from clearly indicated sources which vary little or are easily located.

-Typing labels, folders, jackets, tabs, and cross-references for use in files .

-Typing lists, shipping labels, addresses on envelopes, time and attendance cards, reference slips, and other material when the information typed can be easily extracted from other forms, lists, and index cards.

-Typing names and addresses or other identifying data on card size stencils for use in mechanically addressing envelopes, labels, or mailing wrappers, or for duplicating catalog cards, stock cards, etc.

-Typing straight rough drafts from handwritten or other marked copy when attention to arrangement is not required and when typographical errors, **strike-**overs, strikeouts, and other imperfections are permitted. The typist has no responsibility for ensuring correct punctuation or grammar.

CLERK-TYPIST AS-0322-3:

Positions at this level involve typing of the difficulty and responsibility described in the following paragraphs, and frequently also include the **per-**formance of clerical work classifiable at grade AS-2 or AS-3.

-Typing (without error or correction of any kind, when required) material from clean copy that is of any kind or form (for example, printed, typed, or handwritten; in narrative, tabular, or other form; involving either specialized or nontechnical subject matter fields or foreign language matter) provided that responsibility is limited to producing a verbatim duplicate of the copy material so that such elements as complicated spacing arrangements or foreign language or specialized vocabulary knowledge are not involved.

-Typing from material in rough draft form when the rough draft material contains revisions that are clearly indicated so that comprehension of the text is not required to determine proper placement in the finished copy.

-Typing tabular material when items and headings are preselected or specifically identified; headings are usually single unit elements, without subdivision; and a rough draft may be prepared, whenever necessary.

The following elements are also characteristic of positions at this level:

-The work performed requires the application of a knowledge of instructions **and** procedures describing **all** requirements regarding matters of form involved in the kind of **material** which is usually typed, **and** the ability to follow specific, detailed instructions regarding material that is to be typed in other than the usual form.

CLERK-TYPIST AS-0322-3: (cent 'd)

-Responsibility for using standard nontechnical dictionaries, style manuals, or other similar references to check such matters as spelling and form is usually included.

CLERK-TYPIST AS-0322-4:

Positions at this level include performance of either typing of the difficulty and responsibility described in the following paragraphs or clerical work classifiable at this grade level and also typing of the difficulty and **responsibility** described either at AS3 or in the following paragraphs. Clerk Typist AS4 positions may also include other clerical work classifiable at a lower grade.

-Typing highly specialized terminology in narrative or other form when the work requires sufficient vocabulary knowledge to ensure accuracy of the spelling, syllabification, or similar matters in the terms involved, and reference by the Clerk-Typist to technical dictionaries, textbooks, research reports (for precedent usage and spelling of new terms) and other similar material is normally necessary to check the accuracy of such matters. The terminology involved in typing duties of this kind may be in one or more subject matter fields and involves continuous use of a wide variety of scientific, technical, new, or otherwise specialized terms. The material typed consists largely of plain text material or material in which subordinate breakdowns, mathematical or scientific symbols, or other elements requiring special spacing occur. Because of the nature of the material, preparation of a typed rough draft is usual, but, in some instances; typing of final copy without error or erasure and without an intermediate typed rough draft is required.

-Typing from handwritten or rough draft material involving nonspecialized terminology in one or more subject matter fields in a wide variety of formats (including, for example, correspondence, reports, tabular or statistical matter similar to that described at the AS-3 level, and other material) when the work procedures require the material to be typed in final form without intermediate rough draft; the typist is held responsible for ensuring the propriety of form and arrangement in the final copy; **and the** work requires reference to style manuals or procedures or (when these are not directly applicable) the use of judgment as to form, arrangement, and spacing, based on the subject matter, nature of the material, the use to be made of the typed copies, or, in the case of regularly recurring material, the known preference of the employee or employees for whom the material is typed.

-Typing statistical or other tabular material when this requires the use of considerable judgment in making independent determinations regarding all matters of form and arrangement in complicated material. In typing work of this kind, the tabular material is equivalent in complexity to that described at the ASS level, but a prior rough draft may be typed when necessary. The work does not normally require typing in final form without error or erasures, nor selection of data to be typed from a number of sources.

CLERK-TYPIST AS-0322-4: (cent'd)

-Collecting material for typing from a number of sources in accordance with instructions indicating only its general nature or rearranging material into different form in accordance with instructions that indicate only the objectives to be achieved by the change in presentation when the judgment and understanding of the subject matter required are equivalent to, and do not exceed, those described at the AS-4 level in the standards for other clerical positions.

CLERK-TYPIST AS-0322-5:

Positions at this level include performance of either typing of the difficulty and responsibility described in the following paragraph, or clerical work classifiable at this grade level and also typing of the difficulty described in the following paragraph or at any lower grade. Clerk-Typist AS-5 positions may also include other clerical work classifiable at lower grade levels.

-Typing statistical or tabular material when all of the following conditions are present: spacing arrangements are complicated, such as those involved when material requires numerous columns with internal subdivisions or other arrangements requiring varied marginal indentations and subordinate groupings; the material is typed directly in final form without a prior typed rough draft; the material must be typed in final form without error or correction of any kind; and selecting material to be typed from a number of reports or other immediately available sources and arranging such material in accordance with instructions indicating the general nature of the material and purpose of the presentation. The typing of statistical or tabular material under the conditions described above would normally occur only in those few offices where a variety of kinds of materials of this nature must be prepared and the work is such that in order to meet administrative deadlines the typing must be done expeditiously and accurately without the typing of a prior rough draft.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
CODING CLERK AS-0357-0

CODING CLERK AS-0357-2:

JOB ORIENTATION REQUIREMENTS:

The training or on-the-job development is generally limited to detailed instruction on the work to be performed, the guides to be followed, and the sequence of the work. This training generally requires from several days to a few weeks after which an employee is normally capable of full performance of the work under the usual degree and kind of supervisory control.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous procedural guides in the form of manuals and written and oral instructions are applicable. (Example: How to code and file documents in an extensive alphabetical file having specialized instructions for coding and filing many types of names of persons.) The guides and precedents used are detailed and specific to all aspects of the work, are always available, and present no unusual problems in determining their applicability.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Except for some understanding of the terminology used in the organization served, no subject matter knowledge is required beyond that included in the guides and instructions. Knowledge of required procedures is limited.

ASSIGNMENT COMPLEXITIES:

Typical assignments normally consist of several clerical steps usually repetitively performed in a prescribed sequence or, when the sequence varies, clearly ordered by applicable instructions.

JUDGMENT REQUIREMENTS:

The use of selectivity is limited to such things as choosing for application in each individual case or assignment the proper procedural guide, instruction manual, and regulation from among those the employee uses.

CODING CLERK AS-0357-3:

JOB ORIENTATION REQUIREMENTS:

The training involves detailed instruction on the work to be performed, the guides to be followed, and the sequence of the various steps and tasks. An employee without prior specialized training or experience is normally in a learner or limited performance status for a period ranging from several weeks to a few months.

CODING CLERK AS-0357-3: (cent'd)

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The guides and precedents used are specific and directly applicable to the work and are always available. The guides and precedents cover substantive matters and are in the form of rules, principles, and precedents applicable to problems which are clearly within the coverage of guides. Considerable search may be necessary to locate the guides applicable to a specific substantive problem. This grade level is characterized by problems in deciding among several applicable precedents or guides.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledge beyond that included in the guides and instructions is limited to understanding the terminology used in the organization and some familiarity with the work done in related organizational segments. Knowledge of clerical procedures is extensive.

Subject matter knowledge is required in order to code, and the Coding Clerk must use numerous instructions, precedents, and reference books. Reviewing the information to be coded, searching for precedents and background material in reference books, and coding the information constitute several clerical steps. The coding of each item and use of more than one document are not considered to be separate steps.

ASSIGNMENT COMPLEXITIES:

The work consists of moderately complex assignments requiring numerous procedural clerical steps, the nature or order of which may vary to a significant degree from one assignment to another; or the work consists of a few substantive types of narrow assignments, each requiring several clerical steps that may vary in nature and sequence on the basis of the requirements and characteristics of each individual case or work item.

JUDGMENT REQUIREMENTS:

The use of judgment is limited to choosing the appropriate instruction for application in each individual case or assignment from among a large number of guides and instructions and to recognize problems requiring referral to others because the available instructions, regulations, manuals, and procedures are not applicable; or to select and apply a limited number of substantive guides, general principles, or general rules.

CODING CLERK AS-0357-4:

JOB ORIENTATION REQUIREMENTS:

The work to be performed is of such difficulty, variety, or complexity and requires knowledge of such an extensive and complex body of guides, instructions, and subject matter as to require a total on-the-job training, experience, or development period that ranges in time from several months to

CODING CLERK AS-0357-4: (cent'd)

approximately 1 year before the employee has encountered the full cycle of operation at least once or has dealt with a sufficient proportion of the total possible variety of cases so that he is capable of reasonably full performance under the usual degree and kind of supervisory control.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The guides and precedents cover substantive matters and tend to be in the form of rules, principles, and precedents applicable to problems clearly within the coverage of the guides but that require some adaptation and interpretation of the guides. Extensive search may be necessary to locate the guides applicable to a specific substantive problem. This grade level is characterized by significant problems in deciding among several applicable precedents or guides.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledges are substantive in nature (for example of a body of knowledge of an academic area; of the organization's programs and operations; or of a body of principles and concepts) and are in addition to the knowledge of procedures (for example, rules, guides, and instructions) typical of the lower grade levels.

Positions at this grade level are generally those requiring knowledge of a subject matter and usually involve use of specialized terminology or of a body of principles and concepts. Employees' subject matter background must enable them to use a wide variety of reference books on a regular basis.

ASSIGNMENT COMPLEXITIES:

Work consists of a series of numerous procedural and substantive steps that vary in nature and sequence because of the variations in the particular characteristics of each case or transaction.

JUDGMENT REQUIREMENTS:

Selectivity is used in choosing and selecting, not only from among a very large number of procedural guides, but also from numerous substantive guides; in making clerical decisions of a substantive nature requiring selecting the best from a group of prescribed alternatives; and in recognizing for referral to others problems not covered by the available guides.

Some coding positions require substantive subject matter knowledge; a high degree of judgment is needed to select the most appropriate code from a number of possibilities when coding instructions do not cover specifically the information to be coded.

CODING CLERK AS-0357-5:

JOB ORIENTATION REQUIREMENTS:

The work to be performed is of sufficient complexity, variety, and difficulty and requires extensive knowledge of such a large and complex body of guides, instructions, and subject matter that a period of on-the-job experience, training, or development ranging from many months to approximately 1 year is required in addition to the training described at the AS-4 level.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Extensive guides in the form of instructions, regulations, manuals, and precedents are applied. The guides and precedents for substantive matters are in the form of rules, regulations, and principles that are not specific and detailed and therefore require considerable interpretation and adaptation. Extensive searches may be necessary to locate existing guides or to verify that no precedent is available. Some Coding Clerks responsible for assigning codes, who use a large assortment of reference books on a regular basis, along with instructions and guides in selecting the proper codes, meet this grade level. They make recommendations in writing for the establishment of new codes for cases that cannot be given an existing code,

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

The body of subject matter knowledge applied is similar in nature to that at the AS-4 level but is significantly more extensive and complex.

A knowledge and understanding of the subject matter being coded is required to enable the Coding Clerk to understand and use technical terminology and to make special requests for technical textbooks and other technical reference sources on the subject that are needed regularly, in addition to coding manuals or instructions, as adjunct directives in the coding process.

Coding Clerks in these positions request current textbooks and technical reports relating to the information they are coding from available sources on a regular basis, in order to keep up with the latest information needed for coding. They must keep abreast of the types of publications available in order to make requests. They frequently code precedent-setting information in consultation with appropriate subject matter experts and statisticians and may be required to draft instructions applicable to these cases for approval and incorporation into the coding manual.

JUDGMENT REQUIREMENTS:

Selectivity is exercised in determining alternatives from among a very large number of substantive guides; in recognizing possible alternative actions when these are not prescribed or readily apparent; in selecting or devising the procedural steps necessary in solving substantive clerical processes; and in recognizing and referring those problems that require other than clerical decisions or actions.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
COMPUTER CLERK AS-0335-0

COMPUTER CLERK AS-0335-4:

TYPICAL ASSIGNMENTS:

-Reviewing incoming batches of documents; logging incoming batches of coded documents, processed punch cards, tape reels, and work sheets; screening materials for inclusion and legibility of essential data; returning documents with illegible or omitted data to source elements for clarification; and following up for corrected documents, delayed work sheets, and punch cards required to meet work schedules.

-Organizing batches of work sheets and documents and forwarding to keypunch operations; holding returned batches of verified punched cards or tapes and supporting documents in temporary storage until scheduled cutoff dates; and submitting completed batches of cards or tapes to machine operations as scheduled.

-Posting to daily work log; assigning control number for each machine operational run; and maintaining status of work in progress and projects completed.

-Examining machine output reports for overall legibility and completeness of printed data and verifying accuracy of total against predetermined figures in control log.

-Recording and checking daily machine utilization reports for required entries.

-Assisting with maintenance of Electronic Data Processing (EDP) library, assuring correct labeling, including logging in and out, and updating of material.

COMPUTER CLERK AS-0335-5:

In addition to the performance of the majority of those duties listed at the next lower grade level, typical assignments include

-examining all proof lists and completed output reports for overall legibility and completeness of printed data and verifying the accuracy of totals against predetermined figures in balance control logs.

-consulting with supervisor or higher-grade clerk for those out-of-balance conditions that cannot be readily resolved; returning unresolved error documents to source elements for correction; maintaining follow-up for returned documents; and forwarding balanced checks, listings, reports, and cards for distribution to appropriate elements.

-assisting in preparing daily computer operation schedules with established formal schedules for computer production.

COMPUTER CLERK AS-0335-5: (cent'd)

-Assisting in reviewing systems packages (incoming programmed projects) for completeness of operating instructions, availability of card, tape, and print layouts, sample copy listing, adequacy of audit procedures, specification of due-in/due-out dates, program number assignment, and specification of source input.

-Assisting in maintaining daily history file of all machine utilization; reviewing daily machine utilization edit listing for job code number, clock hours, and meter hour errors; and making manual corrections to edit listing, updating the cumulative daily card file for subsequent preparation of the monthly machine utilization report.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
COMPUTER OPERATOR AS-0332-0

CLASSIFICATION FACTORS:

The most important factors to be considered in classifying Computer Operator positions are operator responsibility, operator supervision, and complexity of equipment operated.

COMPUTER CONSOLE OPERATION:

The operation of a digital computer system during production runs is controlled by means of a "control console." These consoles vary in details of appearance, control or switches, number and coding of neon lights, and exact method of operation with differences in the make and model of the computer and in the amount and type of equipment which is being used "on line" in the data processing operation. Systems operate with punched cards or paper tape for both program and data input, and with punched cards or paper tape output.

A Computer Operator receives assignments in the form of Computer Operator's instructions for the run to be processed, together with the input data in the form of cards or tapes as appropriate to the system. The operator prepares the equipment for the run, which includes properly loading the tape units (or card feeds), sets the control properly, clears the machine registers and memory, and sees that all elements to be used are properly set for starting. Starts the computer into operation.

During operation, the operator watches all elements of the system for any evidence of incorrect operation, and monitors the control panel for occurrence of error lights. If the machine stops, or error lights come on, the operator tries to determine the cause of stoppage or error, and takes the proper steps to get the program running again.

NORMAL OPERATOR RESPONSIBILITY:

All operators are expected, in stop or error situations, to read the control panel lights to determine the spot in the program at which the stop occurred; to determine the information contained in the various registers; and to obtain information from the machine by interrogating appropriate memory addresses. They are expected to consult the console operator's instructions to determine whether the stop is programmed and to take courses of action directed in case of programmed stops. They are expected to understand sufficiently the program with which they are working and the machine logic to identify the cause and to determine corrective action in common error situations. When serious errors are involved, the operator consults a supervisor or programmer, who takes the lead in resolving the situation.

SENIOR OPERATOR RESPONSIBILITY:

In addition to performing all normal corrective steps, this level entails responsibility for use of mature judgment and a good understanding of program-

ming and machine operation in analyzing and taking action on serious error situations not correctable by normal steps. This level includes responsibility for taking action to resolve complex error situations without calling for programmer or supervisory assistance unless major program modification is required. This level does not involve responsibility for major alterations or the adequacy of programs. Such matters become the responsibility of programmers. The senior operator may also be expected to make recommendations regarding new and better service routines, improvements of programmers' routines, better production techniques, and possible modification or additions to equipment. Operators at this level may do programs up to the moderately complex level.

PERIPHERAL COMPUTER EQUIPMENT OPERATION:

Peripheral computer equipment either may be directly connected with the computer (on-line), or may be operated separately from the computer (off-line). In either case, the job requires a familiarity with the purpose of the computer, what it performs, the part each piece of equipment plays in the operation and their interrelationship to the extent that the incumbent can recognize and correct, or call attention to, errors that may affect computer operations, and that the operator can properly follow project instructions and time the work.

The skills necessary to operate the individual units or peripheral equipment vary somewhat with the machine. Typically, they include wiring fairly simple to moderately complex plugboards, observing and understanding the meaning of a limited panel of neon lights, and using a moderate number of control switches; skill in handling punch card codes and recognizing reasons why cards are defective; skill in mounting, and caring for reels of magnetic tape; and skill in handling perforated paper tape. Familiarity with binary code and the ability to translate punch card codes into binary language may be required.

Error situations are mostly external (such as faulty cards) and hence can be fairly readily identified and resolved. There are some special card-to-tape converters in use that are equipped with special circuitry to perform selecting, sorting, totaling, and numbering operations concurrently with the conversion of data to tape. They may also be wired to permit backup for correction of errors. Operation of such special converters is considered comparable in difficulty to the operation of the high-speed printers.

A typical high-speed printer involves a moderately complex plugboard; the use of a number of control panel switches; the interpretation of a panel of up to 48 neon lights; the use of a panel skill in handling magnetic tape; and the ability to recognize whether the printed output conforms to the desired result. Error situations are internal, involving possibilities of programming error or machine error, and are more difficult to recognize than the external errors typical of the card-to-tape converter.

Operation of tape units connected to the main computer during production runs requires skill in handling, mounting, and dismounting tapes; the ability to read .

COMPUTER OPERATOR AS-0332-0 (cent'd)

instructions specifying the tapes to be mounted on each unit; a general familiarity with the computer operation and sequence of the program being run; and an alertness in recognizing evidences of faulty operation.

The above examples illustrate the types of machine operations performed; they are not intended to be all inclusive.

COMPLEXITY OF PERIPHERAL COMPUTER EQUIPMENT:

For purposes of this standard, "less complex" equipment includes tape reel units, tape-to-card converters without specialized circuitry, or other equipment that involves comparable difficulty and requires comparable training and skill in its operation.

The "more complex" equipment is considered to include high-speed printers, tape data selectors, card-to-tape converters with specialized circuitry, automatic character-reading machines, or other equipment that involves comparable difficulty and requires comparable training and skill in its operation.

COMPUTER OPERATOR AS-0332-5:

At this level, the employee operates peripheral computer equipment as the primary job duty.

This level is further characterized by exceptionally responsible and independent operation of peripheral computer equipment involving thorough overall knowledge of a large peripheral equipment operation, skills applicable to the system, and the assumption of special responsibilities as an assistant to the supervisor, or as the "senior" or "specialist" operator in the unit. Work typically involves such factors as operating any or all types of peripheral equipment used in the system with full independence and a minimum of supervision; giving assistance and training to operators in lower grades; and performing special assignments, such as unusual or difficult **plugboard** wiring, or the operation of machines on work presenting unusual problems. Incumbents at this level may also operate verifiers and machines with typewriter keyboards for writing on tape. Individual work factors involve setting switches, wiring plugboards, reading neon panel lights, and mounting and dismounting tapes. Loading and recognizing faulty punch cards, operating the machines, recognizing and correcting error conditions, and keeping necessary records also are involved.

Incumbents at this level may also serve as trainees in the operation of the console and on-line components of **medium-** or large-scale digital computer systems, and may receive classroom and on-the-job instruction in machine logic, programming techniques, the operation of the switches and controls of the console itself, and reading the complex lights of the control panel (usually in binary code and variations thereof) in order to determine, in the event of machine stoppage, the point in the program where the stoppage occurred, and information in the register. When **medium-** or large-scale systems are involved,

COMPUTER OPERATOR AS-0332-5: (cent'd)

actual operation of the console at this level is for training purposes under the close supervision of a higher-grade operator.

COMPUTER OPERATOR AS-0332-6:

At this level, employees

- operate and perform work with peripheral computer equipment of the same complexity and with the same level of responsibility as characterized in the AS-5 Computer Operator level or operate small digital computers (for example, NCR L-2000 or computer of comparable size and complexity).

- operate the computer control console and perform the full range of complex duties associated with its operation as characterized by the AS-7 Computer Operator level, but do not operate as independent operators and do not have full responsibility for the quality of the result. Computer Operators at the AS-6 level usually operate the computer control console under the supervision of a higher-grade operator or as an assistant operator.

- are qualified to operate the full range of peripheral computer equipment and the computer console. To qualify for classification at this level, incumbents must not be engaged in peripheral computer equipment operation more than 75 percent of the work time and must be engaged in computer control console operation for at least 25 percent of the work time.

The above three factors must be met for classification at this level.

The following additional factors are usually found at this level.

- Incumbents of most positions at this level operate a medium- or large-scale digital computer system on production runs with "normal operator responsibility." Supervision is almost always available, usually from a higher-grade Computer Operator. This level does not have complete responsibility for recognizing, diagnosing, and independently acting on machine stoppages and error situations. Also at this level are positions involving operation of a small-scale computer with "normal operator responsibility." These are typically card-driven models, with little or no peripheral equipment.

COMPUTER OPERATOR AS-0332-7:

At this level, employees operate the console of a medium- or large-scale digital computer system on production runs, with responsibility for the quality of the result, and with "normal operator responsibility" for recognizing, diagnosing, and independently acting on machine stoppages and error situations when full program recovery can be made by application. This is the independent-operator level when the following conditions are substantially met:

- Most all of the programs run are in operational status and present few problems,

COMPUTER OPERATOR AS-0332-7: (cent'd)

-There is little or no testing of new programs,

-The schedule for the shift provides for alternate programs to run in case problems or errors arise on the originally scheduled program that cannot be corrected within a reasonable period of time,

-Most of the programs run for a relatively long period of time, or the same programs recur regularly, so that the problem of becoming familiar with and retaining program requirements are not excessive.

When the operating difficulties substantially exceed the conditions described above, incumbents of these positions serve as assistant operators on the shift or operate the console with a programmer or shift supervisor readily available in case of a serious stop or error situation. In such cases, incumbents work with the supervisor or programmer in identifying the cause and determining appropriate corrective action.

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JOB-GRADING STANDARD
CONTRACTS CLERK AS-1106-0

CONTRACTS CLERK AS-1106-5:

NATURE AND VARIETY OF WORK:

Positions at this level involve performance of clerical tasks that require the **application** of a knowledge of general contract procedures, basic regulations, and pertinent office practices. The clerical tasks are of a recurring nature and are executed in accordance with well-established procedures, methods, and controls, from which deviations are made only upon instructions from the supervisor.

At this level, the employee is

-responsible for the clerical preparation and completion of documents such as concessionaire agreements, vendor agreements, solicitations, and other documentation related to service and supply contracts. Upon receipt of contract work sheets, drafts of quotations, drafts of bid proposals, or similar materials (when the format and pertinent information have been outlined and indicated by supervisory personnel responsible for selecting and including stock and standard paragraphs, clauses, and attachments necessary to complete the documents), follows instructions and office practices. Responsible for discerning obvious discrepancies and omissions which require corrective action by **higher-**grade employees prior to final completion and official distribution.

-responsible for the checking of contracts and support documents with responsibility for verifying the completeness of the information and supporting documents, verifying the information, determining that costs, prices, and other figures have been correctly transcribed; and segregating the contracts into established classes and categories.

-responsible for the extracting and abstracting of information from contracts and supporting documents for the purpose of maintaining status, informational, and statistical records and the furnishing of factual information from such records, such as the status of request, the nature of the transactions, or the volume and monetary value of transactions.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

The Contracts Clerk AS-5 is under the supervision of a Contracts Specialist or other technically qualified employee **in** a higher grade who determines the work assignments and typically gives detailed initial instruction and specific explanation of the sequence and application of the work procedures and methods and of the rules and regulations relating to the work. Within this framework, the Contracts Clerk AS-5 performs the work independently. The incumbent is expected to refer to the supervisor questions that involve deviations from the established procedures or situations where the guide and reference material cannot be applied in the **standard** method or require explanation or interpretation. Likewise, unfamiliar clauses, expressions, or designations are referred to the supervisor for explanation and instructions. The work performed at this

CONTRACTS CLERK AS-1106-5: (cent'd)

level is normally reviewed thoroughly upon completion for such purposes as accuracy and completeness of content, adherence to established format, and compliance with regulations and rules controlling the contract transaction.

NATURE OF AVAILABLE GUIDELINES FOR PERFORMANCE OF WORK:

Guidelines available to incumbents of positions at this level consist of oral or written instructions presenting detailed, specific operating procedures and the sequence of the steps to be followed. Other guide material consists of samples of standard clauses, illustrative form materials, and regulations and directives applicable to the work assigned.

PURPOSE AND NATURE OF PERSON-TO-PERSON WORK RELATIONSHIPS:

Personal work contacts of Contracts Clerks at this grade are mainly with co-workers and supervisors. Such contacts are primarily to secure clear and specific additional information required to process documents, to obtain clarification of obvious discrepancies or omissions, or to furnish factual information and data from office records. Occasionally, there are contacts with personnel of other units or with concessionaires or representatives of vendors. Such contacts are for the same purpose as the contacts with supervisors.

NATURE AND SCOPE OF RECOMMENDATIONS, DECISIONS, COMMITMENTS, AND CONCLUSIONS:

Contracts Clerks AS-5 do not make commitments. A degree of judgment is required in selecting appropriate standard and stock paragraphs to complete various documents; in abstracting or extracting information for control and processing purposes; and in recognizing obvious discrepancies or omissions that require referral to higher authority for corrective action.

CONTRACTS CLERK AS-1106-6:

NATURE AND VARIETY OF WORK:

The nature of the tasks performed by a Contracts Clerk AS-6 is predominantly clerical based upon a thorough knowledge of the rules, regulations, and practices of procurement and contract activities, and is concerned with tasks such as the procurement of concessionaire services from authorized sources, processing, verifying and controlling of concessionaire and agency agreements. Positions at this level differ from those at the AS-5 level in the degree of initial responsibility assumed, the degree of experienced judgment required, and the execution of assignments complicated by factors which are not completely resolved by direct application of guide and reference source materials.

At this level employee is

-responsible for processing, including the drafting of standardized contract documents considered difficult because of such factors as variety of special and unusual clauses of services. Other responsibilities include

CONTRACTS CLERK AS-1106-6: (cent'd)

responsibility for the drafting of statements of determinations and findings for complex contracts, following rough drafts, work sheets, and notes furnished by technical personnel responsible for the transaction, which require a review and analysis of all the submitted material to select and utilize appropriate data.

-responsible for verifying (consisting of the final, detailed, clerical review) of a variety of types of contracts and related documents, including modifications and amendments prior to approval by the signatory authority. Such review is for the accuracy and completeness of the contracts, to avoid duplication, and to discern discrepancies.

-responsible for controlling, involving the maintenance of progress, status, and statistical records for complex transactions from the point of initiation through final action, for "follow-up" on concessionaires and contractors, to ensure submission of required periodic or special reports.

-responsible for reviewing and considering requests from concessionaires or requisitioning officials for the modification or adjustments of previously completed contracts; drafting of formal changes, modifications, or adjustments; informing the vendors, concessionaires, requisitioning officials, and others of the action taken on the requests for changes; and advising concessionaires and vendors of the scope and limits of the provisions and stipulations of the contract, when such advice can be given by reference to clearly defined instructions, regulations, or precedents.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

Contracts Clerks AS-6 are under the general supervision of a Contracts Specialist or other technically qualified personnel of higher levels who make assignments and determine the urgency and priority of particular tasks. They are comparatively free from close supervision, direction, or aid on the technical and procedural aspects of the day-to-day work and are held responsible for the accuracy and timely accomplishment of their work. The work is reviewed generally on completion or when situations occur that represent major deviations from established rules, regulations, or precedents requiring authoritative decisions from higher-level employees.

NATURE OF AVAILABLE GUIDELINES FOR PERFORMANCE OF THE WORK:

The same guidelines are available to Contracts Clerks AS-6 as are available at the AS-5 level; however, employees occupying positions at this level are expected to possess a more intensive knowledge of the contents of the available guides and source material in order to execute their assignments with a minimum of reference to the guide. The Contracts Clerks AS-6 make extensive searches of the guides and source material in determining whether or not a special or unusual situation is covered by established rules, regulations, or precedents or whether the transaction should be referred to supervisory or technical personnel for decision.

CONTRACTS CLERK AS-1106-6: (cent'd)

PURPOSE AND NATURE OF PERSON-TO-PERSON WORK RELATIONSHIPS:

The nature and purpose of personal work relationships are similar at this level to those of Contracts Clerks AS-5, although the area of contact with personnel of higher levels, vendors, or concessionaires is broader as a result of the greater responsibilities in these positions.

NATURE AND SCOPE OF RECOMMENDATIONS, DECISIONS, COMMITMENTS, AND CONCLUSIONS:

The scope of decisions and recommendations in positions of this type can best be illustrated by such typical examples as the determination that contracts are complete, in proper form, and are accompanied by the necessary forms, justifications, and other required accompanying documents.

Judgment, based upon the incumbent's experience and an intensive knowledge of the guide and source material, is required in recognizing transactions that deviate substantially from established policies and rules and therefore require reference to technical personnel in higher grades.

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JOB-GRADING STANDARD
COURIER AS-0302-0

INCLUSIONS:

Included in this standard are positions that are concerned with the receipt, individual route sorting, collection or pickup, and delivery of mail (insured, registered and air mail), cash receipts, change funds, and a variety of other papers, documents, monies, and administrative material processed or handled.

Courier positions involve the operation of automotive equipment to facilitate the performance of the courier duties and may also include the performance, as required, of miscellaneous tasks such as operating simple duplicating equipment (Xerox and Ditto) in an office situation; light manual work such as lifting and emptying mail sacks, delivering or collecting administrative material and packages and moving office machines and equipment; and simple office duties such as checking outgoing material for complete address, filing alphabetically, and date-stamping mail.

These miscellaneous tasks may be combined in various ways with general courier work to constitute specific courier positions. Positions are not excluded from this standard when the miscellaneous tasks performed are at the same or lower grade level as the courier work and when the basic purpose and primary duties of the positions are characteristic of this standard.

Couriers accomplish their work by operating an automobile or light-duty truck.

EXCLUSIONS:

-Positions primarily concerned with reading, inspecting, routing, recording, and sorting mail.

-Positions that require the operation of automotive equipment when that is the prime function of the position.

COURIER AS-0302-3:

NATURE AND VARIETY OF WORK:

The Courier AS-3 receives mail, parcel post, and administrative material from the post office; sorts the items to be delivered on the designated route according to prescribed stops; arranges material in order of delivery; delivers material by office or building number, code, individual name, or organizational unit; picks up at prescribed stops and sorts materials to be delivered along the courier route in returning to the assigned duty station or post office; may pick up, deliver, and maintain supplies; occasionally, makes special trips to pick up or deliver special mail or materials; and performs other simple and routine manual, mechanical, and clerical duties as prescribed.

COURIER AS-0302-4:

NATURE AND VARIETY OF WORK:

These positions consist of courier work involving responsibility for the pickup and delivery of cash in addition to those duties outlined at the AS-3 level .

The Courier picks up and verifies material to see that regulations pertaining to courier service have been complied with (for example, cash is properly secured with organizational segment number annotated, documents are properly sealed and addressed, receipt card or form is attached and classification is indicated); deposits cash receipts at the bank or designated office; may maintain change fund and provide activity managers with change; advises persons at pickup points, as requested or required, on the correct procedure in preparing items for purposes of delivery by couriers; safeguards cash, documents, mail, and related material in transit by taking all precautions to retain personal possession of items at all times; locates and identifies the prescribed person to whom the material is addressed; delivers individual pieces of mail or cash items and obtains and turns in necessary receipt or signature; tactfully refuses to deliver material to unauthorized personnel; refers to supervisor or security officer any unusual incident or situation involved in handling material.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
ENGINEERING DRAFTER AS-0818-O

GENERAL STATEMENT:

This standard includes all positions in which the primary function is preparation of drawings for the purposes of documenting and communicating engineering or architectural ideas and information or for the design of office forms. Positions in this standard require skill in the application of drafting techniques and practical knowledge of drafting methods and procedures.

ENGINEERING DRAFTER AS-0818-5:

Typical assignments include preparation of detail drawings, in which the incumbent must adjust and transpose dimensional scale or in other comparable ways clarify details for the guidance of shop or construction activities. Drawings usually require a variety of alternate sectional views in order to clarify positioning of components and convey all information needed for fabricating, building, or repair purposes. Typically, such assignments require the preparation of isometric drawings of parts or features based on data obtained from separate horizontal projection (plane) and vertical projection (front elevation) views.

Other assignments require the preparation of final ink drawings from original detail design drawings of large and complex equipment, structures, and systems that are complicated by small, intricate detail, odd irregular curves, numerous ellipses, and necessity for consolidating details from multiple sources. The context of the drawings is such that considerable care is required in assuring that after reduction in size they will retain adequate clarity of detail. Still other assignments require the layout and design of a wide variety of office forms, incorporating consideration of line weight, spacing for handwritten, EDP, or typewritten entries, color distinction in print face of line development, routing designations or multiple-copy forms, and overall appearance of the completed product. Input information is provided to the Engineering Drafter in rough, pencil-sketches copy or revisions as indicated on existing forms.

Assignments at this level may include additionally or as primary duty the preparation of perspective views of equipment in a training capacity. These assignments also involve the addition of well-defined details to existing perspective drawings, in which the density of line and shading must be accomplished in a very precise manner.

General instructions, including suggested methods of approach, applicable precedents, and advice on source materials, are given with the initial assignment. Instructions are less complete when such assignments recur. The supervisor is available to advise and assist as needed in selecting the plan of operation and resolving special problems. Work is spot-checked during development and is reviewed on completion for clarity and adequacy. In addition, the placement of representative features is verified to assure accuracy.

ENGINEERING DRAFTER AS-0818-5: (cent'd)

Precedents and guides pertaining to the basic characteristics of the drawings are readily available, but checking out details frequently requires searching the related data sources.

ENGINEERING DRAFTER AS-0818-7:

Assignments at this level require versatility in the application of all drawing techniques and practices regularly used in the preparation of drawings for fabrication, building, or repair purposes in the broad subject matter specialization. Accepted formulas are used in making involved computations as necessary in, properly dimensioning drawings or in ascertaining load capacities, strengths, and stresses.

In the mechanical field, the assignments entail the preparation of working drawings for subassemblies involving special considerations in dealing with crowded features, irregular shapes, multiple functional relationships, and requirements for achieving extremely precise positional relationships between components.

Also typical of this level are assignments that require the versatile application of drafting techniques and knowledge in developing complete layouts and required supplementary detail drawings for structure of a system for which precedents are directly applicable or complete basic information has been established as to size, shape, and material. An example is the preparation of architectural drawings depicting complete plans for the proposed construction of a building, including the overall layout, and detail drawings of such features as foundations, wall sections, floor plans, and roof. Quantities of materials are determined by computing dimensions from the scale drawings and applying established requirement factors.

Also characteristic of this level are assignments to provide pictorial representation of concepts in which there are artistic and technical problems in portraying the basic characteristics in a minimum of views. These assignments require the use of techniques of perspective projection in portraying machines and functional relationships between various components of a system.

The instruction that the incumbent at this level receives from his supervisor varies greatly between the assignments that are of a recurring nature and those that embody features not previously encountered. Recurring assignments are defined in terms of results expected, and the incumbent utilizes directly relevant procedures, precedents, and guidelines in accomplishing them. When assignments differ significantly from those previously encountered, the supervisor suggests the method of approach to be used, periodically appraises the progress of the assignment, and furnishes additional advice as needed. In either instance, the important features of the completed work are reviewed upon completion.

ENGINEERING DRAFTER AS-0818-7: (cent'd)

The characteristics of these work assignments require that the incumbent-make extensive use of standardized tables and manuals and search out and compute special purpose data as needed.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
EQUIPMENT AND FACILITIES CLERK AS-2005-5

At this level, the employee performs the following combination of duties:

- Maintains appropriate records of fixed assets by nomenclature, fixed asset number, and location. Periodically verifies assets by physical counts. Prepares fixed asset documents, such as purchase orders, receiving reports, transfer vouchers, and charge or credit vouchers, obtaining necessary signatures as required. Recommends corrective action on errors, omissions, and discrepancies occurring on records or reports. Issues numbered tags for fixed assets and takes required action with respect to such tags removed from fixed assets because of sale, transfer, or disposal. Assists in taking physical inventories of fixed assets.

- Prepares all documentation for capital expenditure projects and assists in compilation of data for facility master plan.

- Complies with requests for information contained in files and records and answers and makes numerous calls. Composes correspondence on matters of a routine or special nature, requiring assembling and evaluating information.

- Files alphabetically or numerically, posts all pertinent data, and makes files on all materials.

- Performs routine typing and other general office clerical duties as assigned.

Note: Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established AS-5 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF ADMINISTRATION SUPPORT
JOB-GRADING STANDARD
FILE CLERK AS-0305-O

EXCLUSIONS:

-Positions involving the formulation of records control policies, the development of file systems and procedures, and the review of filing operations.

-Positions involving records maintenance work (for example, posting, entering, and adjusting) requiring subject matter knowledge.

-Positions involving the performance of nonprofessional work requiring a knowledge of library techniques and operations.

-Positions involving the maintenance of files of tapes used in automatic data-processing equipment.

-Positions, the paramount requirement of which is the operation of microfilm and duplication equipment.

OCCUPATIONAL INFORMATION:

File work consists of maintenance, control, protection, and disposition of records for efficient reference service and for retrieval of information and materials .

Most filing systems are broken down into three classifications:

-Alpha/Numeric - Materials are filed in alphabetical or numerical order through the use of obvious key words or numbers. (This system is the least complex, requiring very little judgment in determining key word or numerical code.)

-Subject: Materials are filed by major division or subject heading. (This system is more complex, requiring some judgment in determining the proper key word or division.)

-Decimal: Materials are assigned numbers in accordance with a prescribed classification system. The system provides for filing and retrieval of material according to numerical families and subfamilies. (This is the most complex system requiring judgment in determining and assigning the proper numerical classification to be used.)

(Cross indexing may exist in any one or combination of these systems)

FILE CLERK AS-0305-0: (cent'd)

Filing work includes determining the proper classification of materials to be filed; sorting and arranging records in cabinets or other containers, and within folders, in accordance with file codes or symbols; locating and withdrawing records or information from records to meet the needs of users; cross-referencing file material; removing records for disposition according to established schedules and applicable rules and regulations; assembling records to ensure that material on specific transactions or subjects is kept together; and using various sorting or other mechanical devices provided to facilitate processing when large volumes of materials are involved.

Some file positions require the processing, filing, locating of, and accounting for security classified materials. The mere fact that employees have contact with such materials does not, in itself, affect the grade level of the position. Under no circumstances shall the mere presence of duties involving security classified materials be the basis for assigning a specific grade level.

FILE CLERK AS-0305-1:

Positions at this level include the performance of duties at the same level of difficulty as the following:

- Sorting, arranging, and filing material in accordance with a specifically described and readily understood system or similarly processing material in accordance with predetermined and clearly designated alphabetical; numerical, or chronological systems.

- Withdrawing specified material when no search is entailed.

- Charging out located material, canceling charges, and refiling materials previously withdrawn.

- Performing the simplest indexing duties, such as recording dates or file numbers on indexing cards.

Complete and detailed instructions are provided by the supervisor. These instructions are readily memorized and repetitive in nature. The supervisor is available for guidance and assistance while the tasks are being performed.

FILE CLERK AS-0305-2:

Positions at this level include the performance of duties at the same level of difficulty as those outlined below:

- Arranging, filing, or withdrawing material according to an established filing system of some complexity requiring recognition of certain pertinent but clear-cut details (for example, subject, name, or numerical file when the identification must be established by date "of birth, serial number, subject heading, or other specified information).

FILE CLERK AS-0305-2: (cent'd)

-Classifying material for simple decimal files having a limited (two or three) number of distinct subject matter codes or similar headings with which the material to be classified can be readily and easily associated.

-Indexing or cross-indexing when the addition of such items as name, date, and file classification, a brief summary of the material is prepared, or when a few simple rules are observed in determining when or to what extent material should be cross-indexed.

-Searching for material when the search is limited to three or four designated or obvious places within the files or a like number of readily identifiable locations outside the file unit.

-Work is performed independently. Supervisor gives instructions and guidance, approves any deviations from established procedures, and spot-checks work for accuracy.

FILE CLERK AS-0305-3:

Positions at this level normally include the performance of duties at the same level of difficulty as those outlined below:

-Classifying, cross-referencing, and coding in a more complex decimal file system requiring reading and analyzing the substance of the material when the main topic is easily discernible and the coding system is prescribed but the volume is large.

-Performing searches for records in a moderately complex filing system, the characteristics of which include a wide variety of documents along with a more difficult 13-digit numerical or alphabetical system requiring judgment in determining the key word or numerical code used within the applicable system.

-Maintaining master file of a wide variety of administrative circulars, notices, and publications and providing complete sets upon request.

-Searching assignments occasionally involving such characteristics as incorrect, indefinite, or incomplete information and requiring reference to guides, indexes, or other media to locate materials requested.

-Searching through current and old files to establish continuous records when such files are voluminous and some judgment is required to associate related documents correctly.

The supervisor assigns work in terms of priority and is available for assistance with unusually difficult searches. The employee performs work independently.

FILE CLERK AS-0305-4:

Positions at this level include the performance of duties of the same level of difficulty as those outlined below:

FILE CLERK AS-0305-4: (cent'd)

-Classifying and cross-referencing material in one or more technical or professional fields when this requires sufficient familiarity with terminology to recognize general classes or types as well as constituent parts.

-Classifying and cross-referencing by **subject matter** difficult material of a nontechnical nature, such as reports, memoranda, and correspondence of a **policy** nature that relate to or affect many activities in which the classifier must recognize the extent of the necessity for subject matter cross-referencing.

-Classifying, cross-referencing, protecting, and searching security classified material with responsibility for releasing it only to authorized offices or individuals when classifying, cross-referencing, filing, and searching requires the exercise of judgment in a complex filing system. The incumbent must possess a knowledge of the organizational structure, work assignments, and the relationship among operating units in order to determine what material can be released to what offices.

-Performing unusually difficult special searching for records when the searcher is required to apply a knowledge and understanding of the complete file system or a classification and cross-referencing system; the searcher is required to apply a knowledge of the kinds of files maintained in various operating units and of the flow of work and general functions of the organization that the files serve; and initiative and judgment are required in selecting possible places to search and in planning the sequence of the search.

-Segregating, screening, **selecting**, and assembling file and record material for destruction or transfer to records depository when instructions, procedures, and precedents are specific as to the types of files, records, or documents to be selected, but do not precisely identify the specific papers or documents.

Work is performed under the general direction of the supervisor, who provides instructions for new or unusually difficult assignments. The incumbent proceeds with day-to-day assignments without frequent reference to the supervisor.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
FREIGHT RATE ASSISTANT AS-2131-O

FREIGHT RATE ASSISTANT AS-2131-5:

At this level, the employee performs up to three of the duties listed below:

-Reviews stock catalogs to ensure that classification lists for freight that moves regularly in commercial channels are appropriate; reviews amendments to lists of stock items to select and include additional items described in classification publications issued by the carrier; removes from the stock catalogs those items that are no longer shipped, and otherwise keeps this information current; secures required or additional information necessary for the identification and classification of freight through reference to material such as contracts, specifications, and similar sources within the office.

-Prepares bills of lading and determines the freight classification descriptions for a variety of commodities within a commodity group by comparing with similar, easily accessible information.

-Maintains file with transportation data on all items for which the activity has designated supply responsibility, including the stock number, nomenclature, freight code item number, less than carload (LCL) and truckload rating, and description as described in applicable tariff.

-Maintains tariff files, special quotations, publications, billing guides, or similar freight classification, rating, and routing guides; codes, classifies, cross-references, files and locates, and refiles this material.

-Compiles data concerning carload, truckload, LCL and less than carload classification ratings and size and use of carrier's equipment ordered.

-Assembles and organizes material or billing and shipping guides to be issued.

-Performs elementary rating, routing, and classification duties.

FREIGHT RATE ASSISTANT AS-2131-6:

At this level, the employee performs four or more duties listed at the AS-5 level.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
GENERAL CLERK AS-0301-O

CHARACTERISTIC TYPES OF CLERICAL WORK:

This standard is based on the concept that clerks may perform one of two different kinds of work. In this guide, these two types of work are defined as procedural clerical work and substantive clerical work.

Procedural clerical work is that in which the clerk is not directly concerned with the subject matter of the transaction; that is, the clerk is not responsible for determining the what or why of the transaction but rather ensures that the procedures for processing the transaction are followed. In doing this, the clerk applies a series of prescribed procedures or steps. For example, the filing, coding, or routing of documents for an organization is performed by identifying the nature of the document (name, organization, or stated subject matter) and determining the disposition of the document by reference to a specific set of regulations or guidelines (a filing manual or a routing guide) that explains how the document is to be handled.

Substantive clerical work is that in which the clerk is concerned with the subject (or the what and why) of the transaction. Clerks performing such work primarily ensure proper procedures have been followed. For example, the processing of a voucher may require that the clerk determine the nature of the financial transaction by reference to contracts and general policies to determine whether the voucher is properly prepared in terms of legal requirements and whether or not payment of the voucher should be made. The clerk, therefore, is concerned with the substance contained in the document and may have only a secondary concern for the procedures by which the document is processed.

This standard recognizes this concept in the grade levels of the positions. Procedural clerical work is found primarily at grades AS-1, AS-2, and AS-3. Substantive clerical work spans the grade levels AS-3, AS-4, and AS-5. Grade AS-3, therefore, contains two basic types of positions--one of which is the highest level of procedural clerical work and the other, the lowest level of substantive clerical work.

GENERAL CLERK AS-0301-1:

JOB ORIENTATION REQUIREMENTS:

The training or on-the-job development required is almost negligible and is usually limited to an explanation of the clerical steps, and their sequence, that constitute the position. The instruction may take from less than an hour to several days. Full performance under the usual kind and degree of supervisory control is expected after only a few days of on-the-job practice and training.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Only a few guides or instructions are applicable to the work. The guides

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GENERAL CLERK AS-0301-1: (cent'd)

and precedents used are completely detailed and specific to the work and are always available. Their applicability is obvious.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

No subject matter knowledge is required beyond that included in the guides and instructions. Knowledge of required procedures is limited by the simplicity and restricted variety of clerical procedures that constitute the work.

ASSIGNMENT COMPLEXITIES:

Work consists of one or two clerical steps repetitively performed in the same sequence.

JUDGMENT REQUIREMENTS:

No judgment of any significance is involved. Situations may entail choices of no consequence or significance or choices to satisfy the personal desires or convenience of the employee.

GENERAL CLERK AS-0301-2:

JOB ORIENTATION REQUIREMENTS:

The training or on-the-job development is generally limited to detailed instruction on the work to be performed, the guides to be followed, and the sequence of the work. This training generally requires from several days to a few weeks after which an employee is normally capable of full performance of the work under the usual degree and kind of supervisory control.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous procedural guides in the form of manuals and written and oral instructions are applicable. (Example: How to code and file documents in an extensive alphabetical file having specialized instructions for coding and filing many types of names and persons.) The guides and precedents used are detailed and specific to all aspects of the work, are always available, and present no unusual problems in determining their applicability.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Except for some understanding of the terminology used in the organization served, no subject matter knowledge is required beyond that included in the guides and instructions. Knowledge of required procedures is limited.

ASSIGNMENT COMPLEXITIES:

Typical assignments consist of several clerical steps usually repetitively performed in a prescribed sequence or, when the sequence varies, **ordered** by clearly applicable instructions.

GENERAL CLERK AS-0301-2: (cent'd)

JUDGMENT REQUIREMENTS:

The use of judgment is limited to such things as choosing for each individual case or assignment the proper procedural guide, instruction, manual, and regulation from among those the employee uses.

GENERAL CLERK AS-0301-3:

JOB ORIENTATION REQUIREMENTS:

The training or on-the-job development involves detailed instruction on the work to be performed, the guides to be followed, and the sequence of the various steps and tasks. The amount and complexity of the material to be learned is sufficiently extensive that an employee without prior specialized training or experience is normally in a learner or limited performance status for a period ranging from several weeks to a few months, after which the employee is normally capable of full performance of the work under the usual degree and kind of supervisory control.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

-A large number of procedural guides in the form of manuals and written and oral instructions are applicable. The guides and precedents used are specific, directly applicable to the work, and always available, but because of their volume and nature, present some problems in selecting the applicable guide or precedent.

OR

-A few or limited number of substantive guides, instructions, regulations, manuals, and precedents, are applied. (Examples: The guides, instructions, regulations, and decisions, that apply to the examination of vouchers for uncomplicated purchase transactions under either an informal or a simple bid and acceptance procedure). The guides and precedents cover substantive matters and tend to be in the form of rules, principles, and precedents applicable to problems that are clearly within the coverage of the guides. This usually requires some adaptation and interpretation of the guides. Considerable search may be necessary to locate the guide applicable to a specific substantive problem. Problems in deciding among several applicable precedents or guides may arise, and procedural guides may be used.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

-Subject matter knowledge beyond that included in the guides and instructions is limited to understanding the terminology used in the organization and some familiarity with the work done in related organizational segments. Knowledge of clerical procedures is extensive.

OR

-Involves a body of knowledge similar in kind or type but significantly less extensive than that required and outlined at the AS-4 level.

GENERAL CLERK AS-0301-3: (cent'd)

ASSIGNMENT COMPLEXITIES:

-Work consists of moderately complex assignments requiring numerous procedural clerical steps, the nature or order of which may vary to a significant degree from one assignment to another in accordance with instructions.

OR

-Work consists of a few substantive types of narrow assignments, each requiring several clerical steps that may vary in nature and sequence on the basis of the requirements and characteristics of each individual case or work item. (Example: The examining of vouchers for simple purchase transactions when this requires several steps involving comparing, computing, and applying regulations. The examining work may or may not require, for each voucher, the drafting of correspondence that may be addressed to any of several persons, that may ask or transmit any of a variety of data, and which may become necessary at any of several stages in the examination of each voucher.)

JUDGMENT REQUIREMENTS:

-The use of judgment is limited to choosing the appropriate instruction for application in each individual case or assignment from among a large number of guides and instructions and to recognizing problems requiring referral to others because the available instructions, regulations, manuals, and procedures are not applicable.

OR

-The use of judgment is required in selecting and applying a limited number of substantive guides, general principles, or general rules. Situations may also involve the selections as described in the preceding paragraph.

GENERAL CLERK AS-301-4:

JOB ORIENTATION REQUIREMENTS:

- The work to be performed is of such difficulty, variety, or complexity and requires knowledge of such an extensive and complex body of guides, instructions and subject matter knowledge as to require a total on-the-job training, experience, or development period that ranges in time from several months to approximately 1 year before the employee has encountered the full cycle of operation at least once or has dealt with a sufficient proportion of the total possible variety of cases to perform under the usual degree and kind of supervisory control.

AVAILABLE GUIDELINES AND. INSTRUCTIONS:

Numerous guides, instructions, regulations, manuals, and precedents are applied. (Example: The policies, procedures, and regulations applicable in the examination of vouchers for reimbursement and precedents cover substantive matters and tend to be in the form of rules, principles, and precedents applicable to problems that are clearly within the coverage of the guide, but which require some

GENERAL CLERK AS-0301-4: (cent'd)

adaptation and interpretation of the guides. Extensive searching may be necessary to locate the guides applicable to a specific substantive problem. This grade level is characterized by significant problems in deciding among several applicable precedents or guides.) Procedural problems may also arise that are not covered by a specific guide.

Subject matter knowledges are substantive in nature (of a body of knowledge; of an academic area; of the organization's programs and operations; or of a body of principles and concepts) and are in addition to the knowledge of procedures "(rules, guides, and instructions) typical of the lower grade levels. (Example: The body of knowledge of the organization and of its activities and operations and, in addition, the knowledge of the file manual that is used to classify material for file in a central correspondence file at division or headquarters level.)

ASSIGNMENT COMPLEXITIES:

Work consists of a series of numerous procedural and substantive steps that vary in nature and sequence because of the variations in the particular characteristics of each case or transaction.

JUDGMENT REQUIREMENTS:

Judgment is used in choosing and selecting not only from among a very large number of procedural guides but also from numerous substantive guides; in making clerical decisions of a substantive nature requiring selecting the best from a group of prescribed alternatives; and in recognizing for referral to others problems not covered by the available guides.

GENERAL CLERK AS-0301-5:

JOB ORIENTATION REQUIREMENTS:

The work to be performed is of sufficient complexity, variety, and difficulty and requires extensive knowledge of such a large and complex body of guides, instructions, and subject matter knowledge that a period of on-the-job experience, training, or development ranging from many months to approximately 1 year is required in addition to the training required at the AS-4 level.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Extensive guides in the form of instructions, regulations, manuals, and precedents are applied. The guides and precedents for substantive matters are in the form of regulations, policies, and procedures that are not specific and detailed and, therefore, require considerable interpretation and adaptation. A significant proportion of substantive problems may involve such sufficient difference from established guides that some work may involve the preparation of recommendations for action. Extensive searches may be necessary to locate existing guides or to verify that no guide or precedent is available.

GENERAL CLERK AS-0301-5: (cent'd)

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

The body of subject matter knowledge applied is similar in nature to that described at the AS-4 level but is significantly more extensive and complex.

ASSIGNMENT COMPLEXITIES:

Work consists of complex, substantive clerical transactions that involve widely varying procedures and steps performed in any of a wide variety of sequences. The nature and variety of assignments is such that the determination of what steps and procedures are necessary and the sequence of their performance is a major factor in the work.

JUDGMENT REQUIREMENTS:

Judgment is exercised in determining alternatives from among a very large number of substantive guides; in recognizing possible alternative actions when these are not prescribed or readily apparent; in selecting or devising the procedural steps necessary in solving substantive clerical processes; and in recognizing and referring to others those problems that require other than clerical decisions or actions.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
INSURANCE AND CLAIMS CLERK AS-0998-0

INSURANCE AND CLAIMS CLERK AS-0998-4:

NATURE AND VARIETY OF WORK:

An Insurance and Claims Clerk at this grade level performs a variety of functions , including processing insurance and claim actions and employee insurance files. The assignments are primarily concerned with the procedural aspects of insurance and claims-processing transactions. This involves obtaining and checking for the presence of necessary documents in proper sequence. Assignments also involve contacting appropriate sources within the organization to secure missing data or documents.

To a limited extent, some substantive processing is involved in assignments at this level. This involves checking a few items of information for conformance to applicable policies and regulations (for example, determining that those who have signed to authorize the action do in fact have this authority; determining that the regulation cited as authority for the action is the proper one).

Typical duties are as follows:

- Receiving and posting insurance data and information pertaining to individual insurance accounts.

- Preparing and typing applications, waivers, renewals, amendments, and related documents required by the insurance policies.

- Issuing insurance certificates and checks, identification cards, and pamphlets pertaining to various benefits and coverages.

- Reviewing employee fidelity bond applications and personnel actions to ensure correctness, obtaining omitted information, and forwarding completed forms and documents to insurance companies, officials, and employees.

- Maintaining files of correspondence and insurance records, and posting changes as required.

- Preparing correspondence to management officials, individuals, and insurance companies to resolve problems and omissions (for example, questions of eligibility, enrollment, and changes in coverage and terminations).

- Researching files for data used in replies to inquiries and past actions.

INSURANCE AND CLAIMS CLERK AS-0998-4: (cent'd)

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

Work involving procedural matters is routinely subject to a general administrative and technical review. Any assignments dealing with substantive clerical matters receive close technical review. Supervision over the position is normally exercised by a higher-grade Insurance Claims Clerk, Claims Examiner, or Insurance Specialist who makes assignments or controls the flow of work; provides instructions and guidance on work operations not covered by detailed written or oral instructions and procedures; and explains new procedures and changes in work methods.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Explicit guidelines are available for procedural work, such as standard office procedures and other written instructions. These depict a range of commonly occurring transactions and explain the use of various forms, records, and reports. Written guides in the form of regulations or policy statements are available for any substantive work. In addition, either a higher-grade clerk or the supervisor is readily available to provide guidance whenever needed.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledge beyond that included in the guides and instructions is limited to a basic understanding of the insurance and claims function to which assigned and some familiarity with the work done within other segments of the entire insurance and claims organization.

INSURANCE AND CLAIMS CLERK AS-0998-5:

NATURE AND VARIETY OF WORK:

Positions at this level require subject matter or substantive knowledge of the insurance and claims functions, such as records and files procedures, involving specialized terminology and an understanding of detailed and specific instructions to be followed in the applicable clerical processing of insurance records and claims.

The clerk is required to make several important decisions pertaining to what action is required, what information and which documents are necessary to process the action, and how the action should be processed. In determining what action should be taken, the clerk must interpret correspondence from management officials, insurance companies, commercial companies, or individuals. In determining the necessary documentation or information for action, the clerk must bear in mind the requirements of management and other companies for taking such actions. In **determining** how to process the action, the clerk must consider the governing legal requirements and the **effect** of the action on the status of the beneficiary. The clerk must have a good working knowledge of the types of claims actions and the legal and regulatory **requirements** for each type of action.

INSURANCE AND CLAIMS CLERK AS-0998-5:

Typical duties are as follows:

- Reviewing and classifying claims based on application of provisions of insurance contracts to facts and information contained in purchase orders, invoices, and other source documents; and assembling and preparing claims files for processing to insurance companies with proof-of-loss forms for payment.

- Establishing and maintaining files and logs indicating type of loss, for example, parcel post, air freight, government vessel; amount to be paid; and amount actually collected from the insurer.

- Maintaining suspense files for receipt of final claim documents, investigative reports, tracer correspondence, and other information.

- Consolidating insurance and claims information and preparing reports including activity reports, reports of claims submitted and payments made, and reports of claims opened and closed each month.

NATURE AND VARIETY OF WORK:

- Preparing and submitting tracer correspondence for additional information or evidence, letters transmitting notices of claims paid or to be paid, and claims acknowledgement forms to insurance companies.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

Substantive work is subject to administrative and technical review, which generally includes at least periodic spot-checks on a daily basis to ensure observance of instructions. The incumbent usually works under the general supervision of a higher-grade Insurance and Claims Clerk, Claims Examiner, or Insurance Specialist who makes assignments on a day-to-day basis or controls work on a day-to-day or continuing basis. The supervisor is available for guidance and advice on problems not covered by instructions. Completed assignments are reviewed for adherence to instructions and acceptability.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Employees at this level are expected to possess a more intensive knowledge of the contents of available guides and source material in order to execute their assignments with a minimum of reference to the guides. Insurance and Claims Clerks at this level make extensive searches of guidelines and source material in determining whether or not a special or unusual situation is covered by established policies, regulations, or precedents or whether the situation should be referred to supervisory or technical personnel for decision.

SUBJECT AND MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledges are substantive in nature (for example of a body of knowledge; of the organization's programs and operations; or of a body of principles and concepts) and are in addition to the knowledge of procedures typical of the lower-grade positions.

INSURANCE AND CLAIMS CLERK AS-0998-6 :

NATURE AND VARIETY OF WORK:

Assignments at this level are primarily concerned with substantive clerical aspects of insurance and claims administrative functions. Incumbents are responsible for independently performing the full range of functions that include a significant portion of those of an unusually complicated nature within one of the major areas of insurance. This involves a wide variety of transactions that present many possible alternative courses of action. A thorough and comprehensive knowledge is required of the guidelines which provide the basis for clerical assignments in order to independently complete the clerical processing of unusual actions. This, in addition to a good knowledge and familiarity with precedent cases or situations, is necessary in order to accomplish independent completion of nonroutine, difficult clerical work processes.

Typical duties at this grade level are as follows:

- Accomplishing assignments that are of sufficient variety over a period of time to require the cyclical or non-cyclical application of several bodies of different instructions and procedures in carrying through processes and operations in the completion of assignments.

- Reviewing the more complex work accomplished by clerks at lower grade levels for correctness and completeness of information and processing.

- Composing correspondence involving an explanation of the status of the insured's account, an explanation of all computations made in calculating payments and fees, and the application of appropriate and applicable regulations.

- Processing complete claims cases, making decisions on subjects such as methods for payments of premiums, uncollectable remittances, lapses and reinstatements of policies and riders, and reductions and increases in amounts of insurance.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

Work is performed subject to general administrative review. Technical review consists of occasional cursory spot-checks of completed actions. The incumbent is judged primarily on ability to complete the work promptly and to independently solve unusual and difficult problems.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Insurance and Claims Clerks at this level must have a good knowledge of precedent actions and of less frequently used policies and regulations as reflected in their ability to take proper action on difficult transactions. In addition, they must be familiar with the work of the entire work unit.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

The body of subject matter knowledge applied is similar in nature to that at the AS-5 level but is more extensive and complex. A knowledge and understanding of the subject matter involved enables the incumbent to understand and use the technical terminology involved in insurance and claims work.

INSURANCE AND CLAIMS CLERK AS-0998-7:

NATURE AND VARIETY OF WORK:

At this grade level, positions involve work (performed individually or with the assistance of one or two clerks) that presents numerous alternative courses of action, such as would exist in performing a full range of clerical functions in two or more of the major areas of insurance and claims. In addition to the clerical assignments, there is also a secondary assignment to provide limited assistance to one or more Insurance Specialists, Claims Examiners, or to a supervisor. Such assignments are related to a much broader area of work than the clerical work.

The clerk at this level is concerned with the more difficult and novel assignments. Assigned cases involve confused or missing records or cases that contain an excessive amount of detail.

Typical duties at this grade level are as follows:

- Processing and controlling complex and sensitive claims actions (for example, dishonored checks and pecuniary liability claims).

- Determining various sources from which to receive information required to process claims and initiate tracer correspondence.

- Initiating and following up on correspondence demanding reimbursement and deciding which of several approaches will bring the best results.

- Contacting retail credit sources and obtaining specific information pertaining to individuals against whom management has a claim.

- Requesting deduction from pay of active military or retired military personnel against whom management has a claim.

- Segregating and recommending to supervisor claims that should be forwarded to legal representatives or claims examiners for possible litigation and preparing a brief history of each case and all pertinent information required for litigation actions.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

There is virtually no technical review of procedural assignments, but there is general review of substantive clerical assignments that are nonroutine. However, when assistance to Insurance Specialists, Claims Examiners, or the supervisor is provided, the work is spot-checked closely by the supervisor.

INSURANCE AND CLAIMS CLERK AS-0998-7: (cent'd)

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The Insurance and Claims Clerk must have a comprehensive knowledge of precedent actions and pertinent rules and regulations. Administrative decisions are made pertaining to actions to be taken on very difficult transactions by applying sound judgment and broad knowledge of all phases of insurance and claims functions.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

The body of subject matter knowledge required is extensive and complex in nature as it relates to all functions of insurance and claims. Familiarity with work done in the different work units is needed as the Insurance and Claims Clerk frequently assists Insurance Specialists and Claims Examiners working the various specialized functions. This assistance-type work is limited to technical administrative functions only as it relates to the incumbent's own work.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
KEYPUNCH OPERATOR AS-0356-O

KEYPUNCH OPERATOR AS-0356-3:

Positions at this level include the performance of keypunch work of the difficulty and responsibility described below and may also include the performance of clerical work classified at this or a lower grade.

Keypunching duties at this level involve recording alphabetic or numeric data or verifying data previously punched. Positions are classified at this grade on the basis of skill in the full use of an alphabetic keyboard, and/or the abilities required to perform punching duties, that involve a number of documents, cards and tapes, and procedures. Alphabetic punching duties at this grade level range in difficulty from simple duties requiring the full use of the alphabetic keyboard to those having the elements described below. Numeric punching duties classifiable at this level are those having the characteristics described in the following material. (Numeric punching that is substantially simpler than the work described at this level is classifiable in grade AS-2.)

Keypunching duties typical of this level are as follows:

-The punching procedures applied are readily available and prescribe in detail the particular items to be punched; the location and identification of the item on the document; the specific instructions for punching each item; the specific action to be taken when data are missing or are in any way not as described in the instruction; and all other similar matters required in the punching and verifying of the data.

-The punching procedures are of limited complexity but are sufficiently numerous that the operator does not continuously follow the same or similar pattern in type of item punched or location of item on the source document as, for example, the procedures applied in approximately 15 different kinds of reports or punching jobs involving typically punching from one document.

-The documents may be preceded or the work may require the performance, either prior to or simultaneously with the punching operation, of coding duties that do not exceed the AS-3 level of difficulty and responsibility.

-The documents from which data are punched are usually in standard form, items to be punched are located in punching order; instances of misplaced information are relatively infrequent, easily recognizable, and readily located elsewhere on the document; and erroneous information is clearly apparent and of infrequent occurrence.

-The work usually includes responsibility for recognizing clearly apparent coding errors and for correcting such errors when the duties involved do not exceed coding duties characteristic of the AS-3 level in difficulty or responsibility.

KEYPUNCH OPERATOR AS-0356-3: (cent'd)

-The work may include the punching of program cards and tapes suitable for use in punching jobs characteristic of the AS-3 level in accordance with specific procedures.

-Cases involving erroneous items or codes, missing information, or any deviation from routine practice for which specific provision is not made in applicable procedures are referred to the supervisor.

KEYPUNCH OPERATOR AS-0356-4:

Positions at this level include performance of either keypunch and verifier work of the difficulty and responsibility described in the following paragraphs, or clerical work classifiable at this grade level and also keypunch work of the difficulty and responsibility described either in the following paragraphs or at a lower grade. Keypunch Operator AS-4 positions may also include other clerical work classifiable at a lower grade.

Keypunch Operator duties typical of this level involve recording and/or verifying data when the work requires (1) the application of a wide variety of specific punching procedures, (2) the application of a moderate variety of more general procedures, or (3) the application, in the punching work, of coding or other clerical knowledge and abilities that are classifiable at the AS-4 level.

Keypunching duties are classifiable at this level when one or more of the following elements or combination of elements occur:

-The documents are preceded, but punching procedures are numerous and frequently used (that is, procedures for approximately 50 different reports or punching jobs occurring in a 6-month period). Keypunching duties of this kind necessarily involve a wide variety in the number and kind of documents, cards and tapes, and items. All of these are often different for each report or punching job. This requires that the Keypunch Operator memorize the essentials of the procedure and instructions applicable to numerous different punching jobs and have the ability to make the rapid adjustments required by numerous variations in type of item punched and the punching order followed in order to maintain acceptable accuracy and speed.

-The variety of reports or punching jobs is moderate (that is, fewer than the number described in the paragraph above), but the Keypunch Operator is required to select the information required; identify and locate on the document the items to be punched, or recognize data appearing in other than the prescribed form or designation, or extract the information to be punched from several locations on the documents or from more than one document, or search for and interpret information to be punched, or to perform other similar duties classifiable at the AS-4 level; and determine the punching order to be followed from the form involved. The necessity for performing duties of this kind of information may arise because the punching procedures designate the kind of information to be punched, the source documents, and the kinds of cards and tapes in general rather than specific terms; the documents

KEYPUNCH OPERATOR AS-0356-4 (cent'd)

are in nonstandard form or a variety of forms and are received from sources reporting practices that are not subject to control, or other otherwise of such nature that erroneous, incomplete, misplaced, illegible, or similar entries typically occur; or of other similar conditions.

-The work includes the application of punching procedures that are in tentative form and are being applied for testing purpose when the Keypunch Operator is responsible for suggesting changes in the punching order, the placement of the item to be punched on the document, and similar matters that might facilitate the keypunching operation and the trial procedures involved are designed for use in keypunching jobs characteristic of the AS-4 level. Performing this type of testing for keypunching jobs characteristic of the AS-3 level is not classifiable at this level unless such work is performed on a substantially full-time basis.

In addition to the work described in any of the above paragraphs, keypunching **duties** at this level may include the punching of program cards and tapes appropriate for use in the punching of reports characteristic of the AS-4 level.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
LIBRARY AID AS-1411-1

DUTIES AND RESPONSIBILITIES:

-Following established procedures, charges out books, pamphlets, magazines, and other circulating publications to eligible borrowers; discharges library materials on return; keeps records of overdue books and prepares and sends notices to borrower to return overdue books and publications.

-Shelves books and magazines in accordance with alphabetical and numerical system used in library.

-Is responsible for maintenance of rules concerning use of library during absence of supervisor, including closing library at required time.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
MAIL CLERK AS-0305-O

MAIL CLERK AS-0305-1:

Positions at this level are characterized by the following:

- The work includes the performance of duties of a routine nature, requiring the repetitive application of a few specific instructions.

- The guides used are clearly applicable and so limited in number that they are readily memorized or applied from oral instructions. Usually included are such guides as locators, telephone directories, distribution lists, instructional handbooks, or other similar material.

- Personal work contacts are limited to those made for the purpose of replying to inquiries regarding time of mail delivery or other similar purposes .

- The work is performed in accordance with specific, detailed instructions so that there is little or no opportunity for the exercise of initiative or judgment.

- The work is performed under a mail supervisor or other employee who makes assignments, is available as needed for advice or instruction concerning any matter involved in the work, and reviews the work performed to ensure accuracy and compliance with instructions.

Assignments include one or more of the following mail duties:

- Counting and recording the amount of mail received and dispatched.

- Sorting mail into a few **broad**, obvious categories (for example, bulky mail or material addressed to specific individuals or organizations.)

- Sorting mail for individuals or organizations specifically indicated in the address or designated by employees in higher-grade positions.

- Separating mail for dispatch by a few such clearly indicated types as air, special delivery, and first class.

- Checking mail for the presence of a few indicated enclosures, file numbers, signatures , and similar easily recognized matters; removing file copies; and affixing postage where the amount is predetermined.

MAIL CLERK AS-0305-2:

Positions at this level are characterized by the following:

- The work includes the performance of duties of a routine nature requiring the application of a limited variety of specifically applicable postal or administrative regulations and the use of a simple sorting system.

- The guides may include, in addition to those described at the next lower level, charts or manuals showing the basic functions and organization of several operating units of the organization, postal zone and rate charts, or other material that is readily available.

- Person-to-person work relationships normally include such contacts as those made to furnish, from readily available sources, factual data concerning mail (for example, status, location, or distribution of communications).

- The regulations, procedures, and instructions governing the performance of the work are typically more varied than those described at the next lower level. There is little or no ingenuity or judgment required in the work.

- The work is generally performed under a mail supervisor or other employee who makes assignments, is available as needed for advice or instruction concerning any matter involved in the work, and reviews the work performed to ensure accuracy and compliance with instructions.

Assignments include one or more of the following mail duties:

- Sorting incoming mail for distribution that is addressed in a variety of ways requiring association of names, room numbers, and/or organizational abbreviations .

- Reading and routing mail when this requires a knowledge of the basic organization and functions of several operating units.

- Recording registered or insured mail, valuables received in mail, or other designated materials received for reference or control purposes.

- Maintaining a directory or locator file system by name, room, telephone number, or forwarding address.

- Inspecting outgoing mail for complete addressing, sealing, and typing to withstand normal handling and sorting such mail for city post office and **inter-** and intradivision deliveries.

- Sorting outgoing mail for a substantial number of field offices when communications are addressed only by code numbers.

MAIL CLERK AS-0305-3:

Positions at this level are characterized by the following:

-The work typically includes the performance of mail duties requiring the exercise of some initiative and judgment in the application of a variety of pertinent regulations, procedures, and instructions; **knowledge** of the basic organizations, functions, and flow of work of the operating units served; and knowledge of postal regulations applicable to various types of mail.

-Guides include such material as written or oral instructions concerning methods of performing the work, postal regulations, rate and zone charges and manuals defining procedures for the handling of security classified materials. These guides are readily available and are, in most cases, **clearly** applicable to the work involved. However, the work requires the exercise of some judgment in recognizing and referring to the supervisor such matters as deviations from established procedures and matters not covered in procedures or instructions.

-Personal work contacts include those made to explain or furnish information concerning pertinent postal regulations, procedures or to deliver mail containing checks or other valuables.

-The work is characterized by responsibility for making routine decisions in compliance with established procedures and pertinent regulations. **The** employee refers to the supervisor for approval prior to action.

-Supervisory control over positions at this level is exercised by a mail supervisor or other qualified employee who assigns work, gives instruction on matters involving deviations from established methods or procedures, and spot-checks the work performed for accuracy, adequacy, and compliance with established methods, procedures, and instructions.

Assignments normally include one or more of the following job duties:

-Reading and routing mail by general subject matter content when there are some problems in routing because the functions of some units are closely related, very similar, or otherwise difficult to distinguish for mail routing purposes.

-Occasionally reading and routing mail by detailed subject matter content to a smaller number of points when this requires a limited knowledge of technical or specialized terminology.

MAIL CLERK AS-0305-3: (cent'd)

-Reading and checking outgoing mail for completeness, readiness for dispatch, and conformity to a substantial number of administrative instructions and to any applicable postal regulations.

-Receiving, inspecting, packaging, addressing, and selecting the appropriate mode of transportation in accordance with specific detailed instructions.

MAIL CLERK AS-0305-4:

Positions at this level are characterized by the following:

-The work normally includes the performance of mail duties requiring the exercise of initiative and judgment in the application of a substantial number of pertinent regulations, procedures, and instructions; and knowledge of the organizational structure, work assignments and of the flow of work and relationships among operating units.

-Guidelines that are applicable are more numerous and detailed than those characteristic of the AS-3 level. In addition, the work at this level includes matters involving deviations from or revision of established procedures and the use of regulations or procedures described in general terms. Thus, there is need for resourcefulness and judgment in determining the applicability of guides of a general nature.

-Personal work contacts are made with persons within the various organizational units for such purposes as furnishing factual information concerning mail operations, regulations, or procedures and securing or furnishing information on the current location or status of specific communications.

-Those decisions that are made on a routine basis, in accordance with established procedures and regulations, concern matters that involve a number of related subjects. In addition, the work includes determining whether established procedures and regulations are applicable to new or unusual matters or whether such cases should be referred to the supervisor.

-Supervisory control over the work is exercised by a mail supervisor or other qualified employee who assigns work, provides advice, as requested, on matters involving possible deviation from established policy or procedures, and makes occasional spot-checks of work performed for compliance with procedures.

Assignments usually include one or more of the following mail duties:

-Reading and routing mail by general and detailed subject matter content to a large number of points when there are problems in routing because the functions of the units involved are closely related, very similar, or otherwise difficult to distinguish for mail-routing purposes.

-Reading and routing mail by general subject matter content to a substantial number of points when this requires knowledge of technical or specialized terminology.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
MANAGEMENT ASSISTANT AS-0344-0

MANAGEMENT ASSISTANT AS-0344-5:

NATURE AND COMPLEXITY OF ASSIGNMENTS:

AS-5 Management Assistant positions are designated to develop the knowledge and skills required to perform work that includes a range of procedural tasks supporting AS-6 and AS-7 Management Assistants or includes substantive management technical work supporting AS-7 Management Assistant or UA Management Analysts.

Typical of the tasks assigned, under the conditions and controls as described for this level, are the following:

- Gathers facts on routine reports. Extracts data from prescribed sources. Notes errors (for example, improper reporting intervals, incorrect reporting symbols, or missing information). Compiles and presents results in prescribed manner of reporting (for example, columnar, tabular or graphic form) to higher-grade employees.

- Reports on the supplies and equipment used and man hours consumed in processing communications. Searches through files and other reference material, organizes and presents factual information. Studies flow of communications to determine time consumed from origination to release and compliance with established procedures regarding preparation, number of copies, distribution, and organizational symbols used for routing.

- Makes workflow studies confined to a segment of the operation, prepares reports, and assists higher-grade Management Assistants.

SUPERVISORY CONTROLS:

AS-5 Management Assistants perform work under detailed supervision with guidance from senior employees who monitor their day-to-day activities. These employees do not interpret guidelines or choose between various options. The work is reviewed in detail.

MANAGEMENT ASSISTANT AS-0344-6:

NATURE AND COMPLEXITY OF ASSIGNMENTS:

AS-6 assignments unlike the AS-5 developmental assignments, are **nondevelopmental** in nature and are made on an individual basis when measurable substantive management assistant work is assigned or involve the broadest possible range of procedural tasks while supporting senior assistants or analysts. Personal contacts at this level include organizational officials in order to gather information and data.

Typical of the tasks assigned under the conditions and controls as described for this level are the following:

MANAGEMENT ASSISTANT AS-0344-6: (cent'd)

-Designs forms in accordance with standards prescribing logical sequence of entries, grouping of related data, adequate spacing, identification, instructions for use, basic items covered, and size and line spacing for making entries by office machines. Normally works from a rough sketch of the proposed form.

-Studies various new but uncomplicated machines or equipment (for example, duplicators or photocopiers), being utilized in a specific functional area and recommends use of the most efficient and economical equipment from among those already available to perform the work.

-Reviews reports of records disposition. Notes deviations from established schedule and submits report.

SUPERVISORY CONTROLS:

AS-6 Management Assistants perform under general supervision and participate in assigned work with higher-grade employees who provide day-to-day guidance. The procedural work is not subject to critical review. Work of a substantive nature is spot-checked upon completion, when higher-grade employees and supervisors are available for assistance. Guidelines are available and are explicit and applicable to specific assignments.

MANAGEMENT ASSISTANT AS-0344-7:

NATURE AND COMPLEXITY OF ASSIGNMENTS:

AS-7 assignments are made on an individual basis, with each constituting a discrete task (for example, designing or redesigning a form used for one purpose or checking work reports against standards and noting discrepancies). Assignments normally involve one activity or a few nearly identical ones.

Personal contacts involve requesting and providing factual information. These contacts extend beyond the employing unit to the operating activities served.

Typical of the tasks assigned, under the conditions and controls as described for this level, are the following:

-Reviews ~~directives~~ to determine compliance with established format; whether instructions for pen-and-ink changes are clear; proper use of subject classification symbols; and whether directives are still in effect.

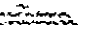
-Collects data pertaining to space and location requirements. Makes site studies and develops layout and workflow sketches.

-Conducts methods or procedures studies to gather information and to recommend correction of a specific problem in a single organizational unit, such as a small typing pool.

MANAGEMENT ASSISTANT AS-0344-7: (cent'd)

SUPERVISORY CONTROLS:

AS-7 Management Assistants receive instructions that cover the scope of the assignment and the procedures to be followed. Advice and guidance are readily available during the course of assignments. The work is reviewed for compliance with instructions and the degree of adherence to regulations, procedures, manuals, and precedents. Guidelines are available in the form of manuals, regulations, and procedural instructions.



DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
OFFICE MACHINE OPERATOR AS-0350-0

OFFICE MACHINE OPERATOR AS-0350-2:

This grade level includes positions that involve operating one or more of the simpler types of office imprinting, duplicating, reproducing, or miscellaneous machines such as those discussed below in performing work ordinarily performed on such machines; or, when machine complexity is not the primary distinguishing factor, involving the performance of simple related clerical work. Office machines operated at this level are relatively simple to operate; that is, they require few adjustments, and are associated with very routine clerical tasks.

At this level, the employee

-operates motor-driven, typewriter-style keyboard graphotype machines in embossing plates when the work is limited primarily to embossing such information as names and addresses. These operations involve the routine selection of data to be embossed from one or two specified lists and the use of a single style or type of address plate with little or no variation in the arrangement of old data on the plates. Graphotype operating at this level may also involve minor maintenance such as changing punches and dies and oiling the machines, and the maintenance of simple alphabetical or numerical plate files.

-operates hand-fed, motor-driven addressing machines without auxiliary attachments in imprinting names, addresses, amounts, and similar information on tags, lists, forms, and other media. The hand-feeding of the machine generally requires relatively low operating speed and few adjustments and, consequently, involves less operating skill and vigilance than do machines described at the AS-3 level. Addressing machine operating at this level may also involve minor maintenance such as oiling, adjusting plate pressure, and changing ribbons on the machine, and the maintenance of simple alphabetical or numerical plate files.

-operates **hand-** or motor-powered stencil or fluid process duplicating machines (for example, Mimeograph, Ditto, and hectograph) in duplicating letters, notices, instructions, circulars, forms, and similar material. Tasks include minor maintenance, such as cleaning and oiling the machine, minor repairs, and the the maintenance of a simple file of stencils or masters.

-operates transfer posting machines in the process of simultaneously transferring data such as names, addresses, account or claim numbers, dates, amounts, and similar information from master sheets (tabulating machine listings and special vouchers) to ledger forms, checks, and similar media.

-operates simple "same-size" copying devices (transfer and dry processes) such as the Verifax, Autostat, Transcopier, Photostat, Instant Copier, **Thermofax**, or similar equipment in making copies of letters, memoranda, instructions, offset masters, and similar material. Tasks may include minor maintenance when this is limited primarily to cleaning and oiling of the machines.

OFFICE MACHINE OPERATOR AS-0350-2: (cent'd)

-operates automatic, fixed-focus microfilm 'machines in microfilming such documents as invoices, checks, vouchers, receipts, tax returns, and other similar material. Tasks performed include removing and cleaning the glass guides, replacing burned-out bulbs, and keeping machines clean.

-operates embossograph machines in making signs and names plates; selects and arranges type on base plates; sets sign material and letter material over type; operates press to form impression of letters on signs; finishes off sign. Performs minor maintenance, such as cleaning and oiling press.

-operates other relatively simple office devices, such as envelope-sealing machines and folding machines. Performs minor maintenance, including the cleaning and oiling of machines and the making of minor repairs.

OFFICE MACHINE OPERATOR AS-0350-3:

This grade level includes positions that involve operating for a substantial portion of time one or more of the more complex types of office imprinting, duplicating, reproducing, or miscellaneous machines such 'as those described below in performing work typically performed on such machines; or, when machine complexity is not the primary distinguishing factor, involving the performance of moderately difficult clerical work. In comparison with AS-2, office machines operated at this level involve greater mechanical complexity (that is, require a greater number and variety of adjustments, present greater operating problems, require more constant attention, and involve somewhat more maintenance and care) and involve more difficult clerical work than that associated with office machine operations at the AS-2 grade level.

At this level, the employee

-operates a motor-driven, typewriter-style keyboard graphotype machine in embossing plates showing names, addresses, amounts, identification numbers, codes, catalog information, and similar data. Graphotype operation at this level involves the selection of data from a number of different lists, schedules, forms, or similar material; the use in many cases of several different types of address plates; and the application of a body of operating procedures, such as applying a good knowledge of written instructions and rules relative to selecting specific data from source media and setting up material. May perform minor maintenance as at the lower grade level.

-operates an automatic-fed, high-speed addressing machine or an addressing machine equipped with auxiliary attachments (such as listers and carbon paper attachments) in imprinting names, addreses, numbers, and other information on envelopes, cards, forms, checks, mailing lists, and other media. Addressing machine operation at this level usually involves minor maintenance as at the lower grade level.

-operates a small offset duplicating machine (not larger than the Multilith . 1250 or a machine of equivalent size) in duplicating forms, notices, instructions, contracts, circulars, and other material involving the use of paper masters. Performs minor maintenance such as cleaning and oiling machine, adjusting rollers and changing blankets. May also maintain files of masters.

OFFICE MACHINE OPERATOR AS-0350-3: (cent'd)

-operates an automatic or nonautomatic blueprint machine in making blueprint contact reproductions of drawings, charts, tracings, and other materials. Tasks include the performance of minor maintenance and repair, Duties may also include maintaining blueprint files.

-operates a whiteprint machine (**Diazo** process) in making whiteprint contact reproductions of drawings, charts, graphs, and other materials. Tasks may also include performing minor maintenance, such as cleaning and oiling machines and maintaining whiteprint files.

-operates an automatic or nonautomatic photostat machine in making the same-size, reduced, or enlarged negative or positive copies of documents, records, forms, letters, and similar materials, including faded or colored originals. Tasks include mixing necessary chemical solutions, loading machine with sensitized paper, and performing minor maintenance.

-operates an automatic, fixed-focus microfilm machine as described at the AS-2 grade level and in addition is responsible for reviewing and inspecting exposed and developed microfilm for proper targets, blurs, correct numbering sequences and indistinct exposures; the cutting out of defective portions; and the splicing in of rephotographed segments, using a splicing machine.

-operates an electrically driven inserting machine or inserting and sealing machine, which mechanically inserts or stuffs material (forms, cards, and checks into envelopes and, in the case of inserting and sealing machine, seals envelopes). May perform minor maintenance and repair, such as cleaning and oiling machine and changing suction cups.

-operates a Holooid Xerox copying machine, which includes the Xerox camera, processor, fuser, and toner, to produce individual copie-s of master or paper plates for **multilith** or other offset duplication process. May perform minor maintenance and make minor repairs to the machine as required.

OFFICE MACHINE OPERATOR AS-0350-4:

This grade level includes positions that involve a substantial amount of time performing office duplicating and miscellaneous machine-operating duties. A considerable degree of operating skill and alertness is required due to the number and sensitivity of control adjustments on the equipment and the nature of the work being processed.

At this level, the employee

-operates an Eastman **Microfile** or similar machine in microfilming bound and unbound material of various sizes, such as newspapers, maps, plans, and drawings. Performs minor maintenance and may make minor repairs to the machine.

-operates a Differential Spacing Varitypist Machine Model J. Typical of this level are duties that require the application of less than the full range of Varitypist knowledges, methods, techniques, and practices and the exercise of limited judgment in planning and layout of copy. Work of this kind is

OFFICE MACHINE OPERATOR AS-0350-4: (cent'd)

characterized by the following: Assignments involve materials that are similar to one another in required format, style, and layout and require the use of a limited variety of established procedures. The material prepared for duplication consists of justified and unjustified plain text, tabulations without numerous internal or subordinate breakdown, and other similar material in which indentations, insertions, footnotes, diagrams, mathematical or scientific symbols, and similar elements occur infrequently or not at all so that there is limited variation in the horizontal and vertical spacing requirements and, consequently, limited complexity in planning the layout of copy; and the required knowledge of Varitypist techniques and practices, style manual requirements, printing terminology, and similar matters is restricted in scope. The work is performed in accordance with previously established procedures or detailed oral or written instructions that provide the necessary interpretation of the applicable specifications.

-operates an IBM Magnetic Tape Selectric Typewriter (MTST) machine, which is designed to record output for reports, letters, and forms. Involved in this operation is recording onto tape, transferring information from one tape to another, and making changes and corrections to the tape. The incumbent must apply the full range of knowledges, methods, techniques, and practices involved in MTST machine operations.

OFFICE MACHINE OPERATOR AS-0350-5:

This grade level includes positions that involve, for a substantial amount of time, performing office-duplicating and miscellaneous machine-operating duties. A considerable degree of operating skill and alertness is required due to the number and sensitivity of control adjustments on the equipment and the nature of the work being processed.

At this level, the employee

-operates a Differential Spacing Varitypist Machine Model J. Typical of this level are duties that require the application of the full range of Varitypist knowledges, methods, techniques, and practices and the exercise of considerable judgment in planning the layout of copy. Work of this kind is characterized by the following: The material prepared for duplication includes tabulations with numerous internal or subordinate breakdowns, material involving substantial use of mathematical or scientific symbols, text material in combination with other material, and other similar material in which indentations, insertions, footnotes, diagrams, and similar elements occur frequently or continually. There is wide variation in the horizontal and vertical spacing requirements. Techniques and practices, style requirements, pertinent printing terminology, and similar related matters are not limited in scope as at the AS-4 level. The work includes the interpretation of specifications.

-operates an IBM MTST with KPAC unit and Magnetic Tape Selectric Composer (MTSC). Typical of this level are duties that require the application of the full range of knowledges, methods, techniques and practices involved in the operation of both machines. The MTST with KPAC is not only capable of performing the functions of the basic

OFFICE MACHINE OPERATOR AS-0350-5: (cent'd)

MTST (see grade AS-4), but also has the capacity to perform coding operations that relay instructions to the **MTSC**. The MTSC receives instructions and prints out information according to desired format, layout, measure, and indentation. The operator is required to make tabulations with numerous internal or subordinate breakdowns and must use considerable judgment in determining from general instructions the particular set of manipulations and operations that will achieve the desired results. Involved in the work is the interpretation of specifications, which requires many decisions involving measure, merging mode, line count, line and paragraph indentations, leader spaces, transfers, and corrections.

OFFICE MACHINE OPERATOR AS-0350-6:

This grade level includes positions whose duties and responsibilities are substantially the same as those at the AS-5 level. The primary difference is that the AS-6 incumbent is responsible for training lower-grade employees in the operations of appropriate office machines; acts as a working leader in assuring that the lower-grade operators understand applicable techniques and practices; interprets specifications that indicate the style, form, and arrangement desired in the copy; and performs appropriate machine manipulations that will produce the required results; or responsible for preparing a wide variety of material that emanates from many different offices within the organization served. In this capacity, the employee acts as a central receiving and reproduction point for correspondence, regulations, manuals, and bulletins.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
OPERATIONS CLERK AS-0301-0

OPERATIONS CLERK AS-0301-4:

NATURE AND VARIETY OF WORK:

The incumbent performs a wide variety of complex clerical and administrative duties including

- preparing reports and other statistical and financial data pertaining to the operations activity.

- typing correspondence and reports pertaining to operations.

- preparing and typing purchase orders for authorized customer special order merchandise, solicitations, agreements, renewals, amendments, and related documents required for contracts and agency agreements.

- maintaining suspense files, contract files, departmental regulations, and directives, and posting changes as required.

- providing information pertaining to operations activities to appropriate officials in the absence of the supervisor.

- Providing working direction to clerks or clerk typists, when required by the size of the operation's activity.

JOB ORIENTATION REQUIREMENTS:

The work to be performed is of such difficulty, variety, or complexity that an employee without prior specialized training or experience is normally in a learner or limited performance status for a period of 2 to 3 months, after which the employee is normally capable of full performance of the work under the usual degree and kind of supervisory control.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous guides, instructions, regulations, manuals, and precedents are applied. The guides and precedents cover both procedural and substantive matters and require little adaptation and interpretation of the guides. Extensive searching may be necessary to locate the guides applicable to a specific problem.

OPERATIONS CLERK AS-0301-4: (cent'd)

SUBJECT-MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledges are both procedural and substantive in nature. The work consists primarily of numerous procedural clerical steps and a few substantive clerical steps.

JUDGMENT REQUIREMENTS:

Judgment is used in choosing and selecting, not only from among a very large number of procedural guides, but also from a number of substantive guides. Clerical decisions require selecting the best from a group of prescribed alternatives and recognizing for referral to others problems not covered by the available guides.

OPERATIONS CLERK AS-0301-5:

NATURE AND VARIETY OF WORK:

The incumbent performs a wide variety of complex clerical and administrative duties that include

- Preparing reports and other statistical and financial data pertaining to operations.

- Typing of correspondence and initiating correspondence pertaining to routine matters.

- Preparing and typing purchase orders for customer merchandise authorized by current directives, solicitations, renewals, contract agreements, and all related documents required for contracts and agency agreements.

- Contacting vendors and concessionaires by telephone or form letter for the purpose of correcting purchase order prices and contract discrepancies, expediting shipment and agreements, and canceling contracts and purchase orders.

- Receiving and coordinating customer complaints and ensuring that satisfactory action is taken.

- Maintaining suspense files and office files, departmental regulations, directives and posting changes thereto, as required.

- Providing information pertaining to operations to appropriate officials in the absence of the supervisor.

- Providing work direction to clerks or clerk typists, when required by the size of the operations.

- Participating in compiling and submitting price surveys to the supervisor.

OPERATIONS CLERK AS-0301-5: (cent'd)

JOB ORIENTATION REQUIREMENTS:

The work performed is of such variety and complexity that it requires an extensive subject matter knowledge of guides and instructions and a total on-the-job, experience, or development training ranging from several months to approximately 1 year. This time period is required to ensure that the employee has encountered the full cycle of operations at least once or has dealt with a sufficient proportion of the total possible variety of cases.

The position requires substantive knowledge of operations such as pertinent regulations and directives, contracts processing procedures, records and files procedures, and special order procedures and procurement procedures, involving specialized terminology and an understanding of detailed and specific instructions to be followed in the applicable clerical processes.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous guides, instructions, regulations, manuals, and precedents are applied. The guides and precedents primarily cover substantive matters and tend to be in the form of regulations, policies, and precedents applicable to problems clearly within the coverage of the guides, but which require some adaptation and interpretation. Extensive searching may be necessary to locate the guides applicable to a specific substantive problem. This position is characterized by significant problems in deciding among several applicable precedents or guides. (Procedural problems may also arise that are not covered by specific guides.)

The position may require substantive knowledge when the incumbent is responsible for accomplishing work requiring an extensive search to locate precedents to be used as **guidelines** and **for selecting** the most appropriate precedent. The incumbent must determine which precedent sets forth the proper principle to be applied in each problem case.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledges are substantive in nature (for example, of a body of knowledge and of the organization's programs and operations) and are in addition to the knowledge of procedures (rules, guides, and instructions). The incumbent's subject matter background must enable use of a wide variety of reference books on a regular basis.

JUDGMENT REQUIREMENTS:

Selectivity is used in choosing and selecting, not only from among a very large number of procedural guides, but also from numerous substantive guides in making clerical decisions of a substantive nature requiring selecting the best from a group of prescribed alternatives; and in recognizing for referral to others problems not covered by the available guides. In some instances, a high degree of judgment is needed to select the most appropriate procedure from a number of possibilities.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
PAYROLL CLERK AS-0544-O

EXCLUSIONS:

-Positions involving the installation, maintenance, review, and disposition of time and leave records in which the paramount qualification requirement is specialized knowledge of time and leave regulations, but which do not involve payroll duties.

-Positions in which the paramount qualification requirement is specialized knowledge of personnel rules and regulations or substantive knowledge of retirement programs, or other such programs.

-Positions involving clerical posting, computing, balancing, copying, verifying, and related tasks, without responsibility for application of knowledge of payroll and related regulations, rules, and instructions.

-Positions in which the paramount qualification requirement is knowledge of accounting or bookkeeping practices and procedures other than those kinds of duties related to the payroll function.

PAYROLL CLERKS IN AUTOMATED SYSTEMS

The payroll operation necessarily involves detailed, repetitive processes of arithmetical computation and verification and predictable variations in these. Electronic data-processing equipment and other mechanical equipment used in payroll operations are designed to reduce the amount of clerical time required in computation, balancing of accounts, compilation of costs for personal services, and other similar tasks. Nonroutine payroll actions that do not conform to the machine program are handled on a "manual" basis by the Payroll Clerk.

The grade levels of Payroll Clerk positions at the full performance levels are not based on the routine computing, verification, and compilation tasks (which in automated systems are now handled by machines). Therefore, a shift to performance by the machines of these routine tasks is not a basis for changing the classification of payroll positions. The conversion from a manual system to an automated system brings about some changes in the duties of the positions; however, the fact that the duties are new and different does not necessarily mean that they are more difficult.

The automation of payroll systems takes some routine tasks out of the payroll positions and adds others. The basic requirement for payroll and related knowledges is substantially unchanged by automation. The tasks normally added to the positions are almost always of a lower grade level value than the value of the substantive payroll tasks. The tasks added to the positions do not significantly raise the level of the knowledge required. Therefore, positions responsible for the substantive payroll decisions under automated payroll systems are still classifiable at the grade levels provided by this standard.

PAYROLL CLERK AS-0544-O (cent'd)

EVALUATION CRITERIA:

The principal considerations in grading Payroll Clerk positions are the variety and breadth of knowledge of payroll and related rules, regulations and instructions, and the responsibility for proper application of these knowledge.

APPLICATION OF THE STANDARD:

The basic requirement in Payroll Clerk positions is knowledge of payroll and related rules, regulations, and instructions. This knowledge is significantly diminished in an automated operation; therefore, this standard is to be applied to positions in both manual and automated payroll systems.

USE OF NUMERICAL GRADE-LEVEL CRITERIA:

Numerical criteria in this standard (for example, number of pay plans, rate of pay change, proportion of standard and nonstandard pay actions, and types of nonstandard actions) are not intended to eliminate the need for judgment based on sound position classification principles. Consideration should be given to the knowledge and abilities that the numerical criteria measure and whether routine application of these measurement devices provides an accurate evaluation of each position.

The criteria are intended to measure the knowledge required and difficulty of the work performed and do not of themselves represent intrinsic values that fix grade levels. It is the knowledge required to be applied and the difficulties of the pay actions, changes, or adjustments encountered, and not the mechanical measure of these characteristics, that determine grade levels. Consequently, payroll positions shall not be evaluated by a strictly mechanical counting of data without also making a judgment as to whether the data have real meaning in the specific position to be evaluated.

PAYROLL CLERK AS-0544-4:

NATURE AND VARIETY OF WORK:

Payroll Clerks AS-4 perform **payroll** tasks that are limited **in** difficulty because they have been screened by a supervisor or by a Payroll Clerk in a higher grade; or they perform specified tasks with respect to a limited number of pay accounts that present no high degree of difficulty. In either situation, the work performed by the Payroll Clerk AS-4 does not constitute payroll assignments of the range, complexity, or responsibility characteristic of the next higher level.

Typically, a Payroll Clerk AS-4 performs the following duties:

- Computes the less difficult pay changes where the arithmetical computations and examination of basic authorization documents and notices of leave exception, on which the pay changes made are covered by well established rules, regulations, and instructions, and do not require knowledge of a variety of guidelines.

PAYROLL CLERK AS-0544-4: (cent'd)

- Posts pay and related data to individual pay records and control registers.

- Assists higher-grade clerks in balancing and reconciling payroll, pay records, and control register totals.

- Fills in form letters and composes routine correspondence involving application of more commonly used payroll and related rules, regulations, and instructions. Checks pay records for salary limitation of Federal Insurance Compensation Act (FICA) tax.

- Assists other Payroll Clerks in the compilation of miscellaneous payroll reports by totaling and balancing the data posted on pay cards and control records.

GUIDELINES:

Guidelines frequently used by Payroll Clerks AS-4 are charts, tables, and manuals on "salaries, wages, taxes, and related pay data and files of simple or model forms furnished by the supervisor. Employees at this level occasionally use other guides, such as personnel manuals, with instructions from a Payroll Clerk of higher grade or the supervisor. The Payroll Clerk AS-4 is expected **to be** able to apply those guides and instructions that are simple, clearly defined, and well established, and that are specific for actions commonly occurring within assignments.

SUPERVISORY CONTROL:

Payroll Clerks AS-4 work under the technical supervision of clerks in positions of higher grade or the payroll supervisor when performing the more routine aspects of their payroll assignments. They work under closer supervision when assigned to more difficult tasks. Clerks in positions of higher grade usually instruct incumbents in work procedures and check their computations and postings for arithmetical accuracy and for conformance with prescribed instructions.

NATURE OF RESPONSIBILITY:

Responsibility for the work performed at this level normally is assumed by a Payroll Clerk in a higher grade because of the limited nature of assignments, or by the payroll supervisor, who assigns the work and reviews computations and postings.

PAYROLL CLERK AS-0544-5:

NATURE AND VARIETY OF WORK:

At this level, Payroll Clerks examine pay and related actions and compute pay changes for. an assigned block of accounts or examine and compute pay actions and pay changes as assigned during the payroll cycle where a block system is not used.

PAYROLL CLERK AS-0544-5: (cent'd)

Payroll Clerks AS-5 are concerned with either

- the processing of pay changes, the preparation of regular **and** supplemental payrolls, and the maintenance of individual pay records; or

- the examination and verification of pay changes and the maintenance of controls against which the accuracy of pay records and payrolls can be verified.

The same basic knowledge of payroll and related rules, regulations, instructions, and procedures are required in the performance of both of these functions at this level.

Payroll Clerks AS-5 perform a number of duties that are similar to those performed at the AS-4 level. The essential difference between the AS-4 and AS-5 levels is in the responsibility at the AS-5 level for full performance of the work required in the payroll cycle when, with respect to the actions processed or the accounts maintained by the individual Payroll Clerk, typical duties such as the following are performed:

- Computes moderately difficult pay changes when the arithmetical computations and examination of authorized documents on which the changes are based are covered by well-established rules, regulations, and instructions and require a substantial knowledge of a variety of guidelines.

- Audits and processes personnel actions, timesheets, and other related documents required to prepare payroll checks.

- Balances and reconciles payrolls, pay records, and control register . totals..

- Fills in form letters and composes routine correspondence.

- Compiles miscellaneous payroll reports.

- Works with pay accounts that are relatively stable; that is, the pay change rate averages less than 40 percent per pay period.

- Works with pay changes that result from standard types of pay actions; that is, 75 percent-or **more** changes result from standard types of pay actions.

GUIDELINES:

Payroll Clerks AS-5 use the basic types of guides available to Payroll Clerks at the AS-4 level; however, Payroll Clerks at the AS-5 level have additional guides applicable to the full range of pay actions characteristic of this level and are expected to be able to apply these on a day-to-day basis without frequent reference to the guides or to the supervisor.

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PAYROLL CLERK AS-0544-5: (cent'd)

NATURE OF RESPONSIBILITY:

The Payroll Clerk AS-5 is initially responsible for the correct application of appropriate schedules, grades, rates of pay, and compensation and related rules, regulations, and instructions, in regard to the preponderantly standard types of pay actions and changes; and for completion of the assigned payroll work to meet established deadlines.

SUPERVISORY CONTROL:

Payroll Clerks AS-5 work under the general technical supervision of the chief or assistant chief of the payroll unit or a fiscal supervisor who provides technical supervision. They are expected to be familiar enough with established procedures and applicable payroll and related rules, regulations, and instructions to proceed with a minimum amount of supervision or instruction unless they have questions on which they need advice or assistance from their supervisor.

Pay changes, payroll totals, and pay record totals are examined by another clerk and checked against controls. The supervisor also reviews all correspondence and reports prepared at this level for technical accuracy, format, and completeness and occasionally spot-checks the postings made to individual pay records and control records to ensure their accuracy and conformance with prescribed rules, regulations, and instructions.

PAYROLL CLERK AS-0544-6:

NATURE AND VARIETY OF WORK:

The Payroll Clerk AS-6 works in a payroll operation that is more difficult and complex in terms of duties and responsibilities, activity in the pay accounts, and varieties of nonstandard pay actions. At the AS-6 level, therefore, there is a requirement for greater knowledges of different pay plans, varieties of pay actions, and other factors, and for the application of greater variety of related rules, regulations, and instructions, than is characteristic at the AS-5 level.

Payroll Clerks AS-6 are responsible for full performance of payroll work required in the payroll cycle when, with respect to the actions processed or the accounts maintained by the individual clerk, typical duties such as the following are performed:

- Accomplishes the preparation and distribution of payroll checks for a substantial number of employees.

- Audits and reviews complete payroll data and maintenance of control records.

- Verifies, computes, and completes payroll involving straight-time hours, overtime, deductions for retirement, group insurance, withholding tax, social security, savings bonds, leave; and personnel action forms covering transfers, promotions, merit increases, and insurance changes.

PAYROLL CLERK AS-0544-6: (cent'd)

-Composes routine and nonroutine correspondence.

-Handles pay accounts that are relatively unstable and have a high degree of activity; that is, the pay change rate averages about 60 percent or more per pay period for the assigned accounts.

-Handles pay changes that result from a relatively high percentage of nonstandard types of pay changes, that is, 30 percent to 40 percent or more.

GUIDELINES:

A Payroll Clerk AS-6 has available the same basic guidelines as those described at lower levels. In addition, there are numerous other guides pertaining to the schedules, grades, rates of pay, and compensation and related rules, regulations, and instructions for a larger number and more varied pay plans and rules, regulations, and instructions applicable to a greater variety of nonstandard types of pay actions. Payroll Clerks AS-6 must normally use, therefore, a greater variety of guides than Payroll Clerks AS-5, and the high rate of pay changes and greater incidence of nonstandard pay actions occurring in the work at the AS-6 level requires that the Payroll Clerk AS-6 use greater skill in applying these guides in day-to-day actions without frequent reference in individual cases.

NATURE OF RESPONSIBILITY:

This factor is similar to that described at the AS-5 level; however, the Payroll Clerk AS-6 is responsible for the initial determination and correct application of a greater variety of schedules, grades, rates of pay, and compensation, and related rules, regulations, and instructions relating to other pay plans, and a greater variety of rules, regulations, and instructions relating to more varied types of nonstandard pay actions.

SUPERVISORY CONTROL:

Similar to that described at the AS-5 level.

DOD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
PERSONNEL CLERK AS-0203-O

PERSONNEL CLERK AS-0203-5:

NATURE AND VARIETY OF ASSIGNMENTS:

Assignments at this grade level primarily involve the procedural aspects of personnel transactions. Assignments are related to one of the major areas of personnel management specialization (for example, staffing, training, or personnel relations) and consist of a variety of clerical transactions within that area. Technical complexity consists of a number of procedural steps that must be observed.

The assignment consists of procedural processing of all types of personnel actions, such as appointments, changes in status, transfers, and separations. This involves checking for necessary documents, for **completion of** all necessary items in each document, and for arrangement of the necessary documents in proper sequence. It also involves contacting appropriate sources within the locale to secure missing data or documents, which requires sufficient skill to secure their prompt cooperation. Assignments of this nature are spot-checked by the supervisor on a daily basis to ensure presence of essential data and documents, and arrangement in proper sequence, as required by procedural policies or instructions. Procedural instructions, generally in the form of manuals illustrating proper use, completion, and sequence of various personnel forms, serve as the basic guidelines for performance of work.

In addition to procedural processing, assignments for experienced workers at this grade level generally include some substantive processing. This ranges from checking a few items of information for conformance to applicable laws and regulations, (for example, determining that those who have signed to authorize action do in fact have this authority and determining that the regulation cited as authority for action is the proper one) to complete substantive checks of one or two types of actions (for example, appointments and separations). Such assignments introduce greater technical complexity, as "many more variables are present in the form of alternative courses of action and there are more numerous guidelines. All substantive work is closely reviewed by the supervisor or by a higher-grade Personnel Clerk for conformance to applicable policies, rules, and regulations.

CONTROLS OVER WORK:

Work involving procedural matters is subject to a routine administrative and technical review, which generally includes at least a daily spot-check of completed work for adherence to required forms and procedures. Any assignments dealing with substantive clerical matters receive close technical review for adherence to applicable regulations and policies.

PERSONNEL CLERK AS-0203-5: (cent'd)

CONTROLS OVER WORK:

Explicit guidelines are available for procedural work, such as manuals or other written instructions. These provide illustrations of established procedures, depict a range of commonly occurring transactions, and explain the use of various forms, records, and reports. Written guides in the form of regulations or policy statements are available for any substantive work. In addition, either a higher-grade Personnel Clerk or the supervisor is readily available to provide guidance whenever needed.

KNOWLEDGE AND SKILL REQUIREMENTS:

Knowledge is required of a variety of necessary procedures common to transactions in one of the major areas of personnel specialization and of applicable guidelines for such transactions. Skill in person-to-person contact does not go beyond the ordinary demands of office courtesy involved in securing or supplying specific items of information contained in commonly used personnel forms, records, and reports.

PERSONNEL CLERK AS-0203-6:

NATURE AND VARIETY OF ASSIGNMENTS:

Typical AS-6 assignments are primarily concerned with substantive clerical aspects of processing personnel transactions. As at the AS-5 level, assignments are related to one of the major areas of personnel management and consist of a variety of transactions within that area. Technical complexity is greater than at the AS-5 level, as substantive processing involves more alternative choices for action.

Work consists of substantive clerical processing of all types of personnel actions except those of an unusually complicated or difficult nature. This involves such steps as a review of supporting documents to determine that data are consistent both internally and with file information; proper regulations have been cited as authority for the action; and the proposed action is appropriate for the intended purpose and conforms to applicable rules and regulations. At the same time, a final procedural review is made to determine that all necessary documents are present, complete, and arranged in proper sequence.

Work is spot-checked by the supervisor, usually on a daily basis, for compliance with applicable rules, regulations, and precedent cases. Supervisory guidance is given on novel or unusually complicated questions, or cases involving such questions are referred to the supervisor or a higher-grade Personnel Clerk for completion. AS-6 incumbents are expected to independently complete actions that involve moderately difficult questions.

The work requires a good knowledge of well-established guidelines. These guidelines ordinarily provide a clear basis for taking action, but judgment must be used in selecting the most appropriate guide and in being aware of and selecting an appropriate precedent case when necessary. Considerable skill is

PERSONNEL CLERK AS-0203-6: (cent'd)

required in many of the frequent person-to-person contacts to secure cooperation in making substantive corrections in improperly completed personnel action documents and in explaining regulatory requirements to others, including management officials and job applicants.

CONTROLS OVER WORK:

Substantive work is subject to a general administrative and technical review, which usually includes periodic spot-checks on a daily basis to ensure observance of appropriate rules, regulations, and policies. Guidelines consist of portions of the organization's publications, and these guidelines generally provide a basis for action.

KNOWLEDGE AND SKILL REQUIREMENTS:

Knowledge is required of organization rules, regulations, and policies governing the type of transactions being dealt with, as well as of supplemental local instructions. Person-to-person contacts are frequent and require skill in obtaining compliance with regulations by others, including higher-grade employees and management officials. This often requires considerable tact and diplomacy in persuading someone to take initial action that is necessary to change an action that was improperly taken. Patience and courtesy must be used in explaining regulatory requirements to others, including members of the public who have little or no knowledge of the personnel system.

PERSONNEL CLERK AS-0203-07:

NATURE AND VARIETY OF ASSIGNMENTS:

As at the AS-6 level, Personnel Clerks at this level are responsible for independently processing the full range of transactions, including a significant proportion of those of a novel or unusually complicated nature within one or more major areas of personnel management. This involves a wide variety of transactions which present many possible alternative courses of action. The AS-7 employee is regarded as an expert on clerical personnel transactions.

In addition to the clerical assignment, there is frequently a secondary assignment to provide limited technical assistance to one or more personnel specialists or to a supervisor. Such assignments are related to broader areas of work within the major areas of personnel management (for example, staffing, personnel relations, and training) than are clerical assignments.

Work consists of substantive processing of all types of personnel actions, involving the same steps as at the AS-6 level; however, AS-7 Personnel Clerks are responsible for independently processing the full range of actions representing all levels of difficulty, including a significant proportion of those of a novel or unusually complicated nature.

This processing involves the final technical review of regulatory and procedural aspects of proposed personnel actions, subject only to relatively cursory spot-checks that may be made by the supervisor. In addition to this primary clerical

PERSONNEL CLERK AS-0203-7: (cent'd)

assignment, the AS-7 incumbent provides some technical assistance by processing and orienting all new employees or any other assistance work requested by the supervisor. This normally includes an explanation of their eligibility for leave, health benefits, life insurance, and local policies and conditions related to parking, transportation, housing, or similar matters.

Person-to-person contacts involve explaining basic rules, regulations, and policies in the orientation of new employees; explaining in detail regulatory, procedural, and policy requirements applicable to processing personnel actions; advising on alternative courses of action; and explaining the needs of a particular situation to secure compliance with applicable guidelines.

Work is performed subject to general administrative review. Technical review consists of occasional cursory spot-checks of completed personnel actions. Incumbents are judged primarily on their ability to complete work assignments promptly and to independently solve unusual and difficult problems. Work in connection with orienting new employees is judged primarily on the ability to answer questions unassisted and to transmit information accurately and clearly as reflected by the lack of any apparent misunderstanding by employees subsequent to orientation.

Guidelines for the work are of the same type as for AS-6 level work. However, the AS-7 Personnel Clerk must have a good knowledge of precedent personnel actions and of less frequently used rules and regulations as reflected in the ability to take proper action on difficult cases.

In addition to the skills in person-to-person contacts required at lower grade levels, AS-7 work requires a high degree of ability to find mutually acceptable solutions in processing difficult and unusual personnel actions. Guidelines must be interpreted to others in such a way that they are clear and that agreement with the desired action will be obtained. Basic information must be presented to new employees in such a way that it will be clearly understood and favorably received.

CONTROLS OVER WORK:

Technical review of clerical assignments consists of occasional spot-checks. Work is evaluated primarily on the ability to perform work independently and to complete it in timely fashion.

Technical assistance work of a person-to-person contact nature is subject to the same degree of review, being evaluated essentially on ability to satisfy the needs of the situation without seeking assistance from others. Any other type of technical assistance work is subject to close review by a supervisor to ensure adherence to applicable policies, procedures, and regulations.

PERSONNEL CLERK AS-0203-7: (cent'd)

Guidelines are of the same type applicable to the AS-6 level, consisting of basic publications as well as supplemental instructions. Precedent cases form a particularly important part of the guidelines at the AS-7 level as more work items are encountered in which published guidelines do not clearly apply.

KNOWLEDGE AND SKILL REQUIREMENTS:

A thorough and comprehensive knowledge is required of the guidelines that provide the basis for clerical assignments in order to complete independently the clerical processing of novel and unusual case actions. This, in addition to a good knowledge and familiarity with precedent cases or situations, is necessary in order to independently complete nonroutine, difficult work items. Judgment is required in selecting appropriate guidelines as a basis for action from among the published and precedent material available. This primary knowledge requirement is related to the specific segment of personnel work covered by clerical assignments (for example, processing personnel actions).

The same kinds of skill in person-to-person contacts are required as for AS-6 positions. However, at the AS-7 level, an extra degree of care must be taken as the Personnel Clerk is regarded as an expert in interpretation of rules, regulations, and precedent cases relating to transaction processing. Thus, the incumbent's advice or opinion may serve as the basis for action by the individual concerned. Responses are not always obvious, requiring **interpretation** of material so that it will be understandable to those who are less knowledgeable. Contacts are frequent in which the incumbent's advice is sought by lower-grade Personnel Clerks to advise on ways of completing a complicated action, to suggest alternative procedures, to explain regulatory requirements and the effect of precedent cases, and to secure compliance with regulatory and **policy** requirements.

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
PHOTO LAB TECHNICIAN AS-1060-5

DUTIES AND RESPONSIBILITIES:

- Prepares solutions and chemicals for developing and printing.
- Develops, prints, enlarges, reduces, intensifies, colors, and retouches photographs.
- Cuts, packages and prices photographs.
- Maintains inventory of supplies and initiates requisitions for replenishment.
Keeps equipment in good repair.

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DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
PROCUREMENT CLERK AS-1106-0

PROCUREMENT CLERK AS-1106-4:

NATURE AND VARIETY OF WORK:

Positions at this level involve performance of procurement clerical tasks that require the application of a knowledge of general procurement procedures, basic regulations, and pertinent office practices. The clerical tasks are of a day-to-day recurring nature and are executed in accordance with **well-**established procedures and methods from which deviations are made only upon instructions from supervisory or higher-level technical personnel.

Typical responsibilities assigned to employees occupying positions in this class are similar to the following:

Upon receipt of contract work sheets, drafts of quotations, drafts of bid proposals, or similar materials, completes or prepares procurement documents, such as invitations for bids, **tenders** purchase orders, delivery orders, or service and supply contracts, when the format and pertinent information have been outlined and indicated by either supervisory or technical personnel. The material received for processing **by** procurement clerks at this level has been developed by other employees so that technical, legal, and controversial purchasing problems have been solved. Incumbents of positions in this class are responsible for selecting and including stock and standard paragraphs, clauses, and attachments necessary to complete the procurement documents, following instructions and office practices, and are also responsible for discerning obvious discrepancies and omissions that require corrective action by higher-grade employees prior to final completion and official distribution.

The checking of procurement documents, purchase requisitions, abstracts of bids, or similar materials, with responsibility for verifying the completeness of the information therein; verifying that offers or bids comply with specifications and requirements in the invitation to bid as to procedural matters; determining costs, prices, and other figures have been correctly transcribed; and segregating procurement transactions into established classes and categories.

The extracting and abstracting of information from procurement documents for the purpose of maintaining status, informational, and statistical records and the furnishing of factual information from such records, such as the status of procurement requests, the nature of the procurement transactions, or the volume and monetary value of procurement transactions.

PROCUREMENT CLERK AS-1106-4: (cent'd)

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

The Procurement Clerk is under the direction of a Supervisory Procurement Clerk or other technically qualified employee in a higher grade who determines the work assignments and typically gives detailed initial instruction and specific explanation of the sequence and application of the work procedures, and methods and of the rules and regulations relating to the work. Within this framework, the Procurement Clerk AS-4 performs work independently. The incumbent is expected, however, to refer to the supervisor questions that involve deviations from the established procedures or situations in which the guides and reference material cannot be applied in the standard method or require explanation or interpretation. Likewise, unfamiliar clauses, expressions, or designations are referred to the supervisor for explanation and instructions. The work performed at this level is reviewed thoroughly upon completion for such purposes as accuracy and completeness of content, adherence to established format, and compliance with regulations and rules controlling the procurement transactions.

NATURE OF AVAILABLE GUIDELINES FOR PERFORMANCE OF THE WORK:

Guidelines available to incumbents of positions at this level consist of oral or written instructions presenting detailed, specific operating procedures and the sequence of the steps to be followed. Other guide material consists of samples of standard clauses, illustrative form materials, and regulations and directives applicable to the work assigned.

PURPOSE AND NATURE OF PERSON-TO-PERSON WORK RELATIONSHIPS:

Personal work contacts of Procurement Clerks at this grade are mainly with coworkers and supervisors. Such contacts are primarily to secure clear and specific additional information required to process procurement documents, to obtain clarification of obvious discrepancies or omissions, or to furnish factual information and data from office records. Occasionally, there are contacts with personnel of other units or with representatives of vendors or bidders. Such contacts are for the same purpose as the contacts with supervisors.

NATURE AND SCOPE OF RECOMMENDATIONS, DECISIONS, COMMITMENTS, AND CONCLUSIONS:

Positions of Procurement Clerks AS-4 do not include the making of commitments. A degree of judgment is required in selecting appropriate standard and stock paragraphs to complete various procurement documents; in abstracting or extracting information for control and processing purposes; and in recognizing obvious discrepancies or omissions that require referral to higher authority for corrective action.

PROCUREMENT CLERK AS-1106-5:

NATURE AND VARIETY OF WORK:

The nature of the tasks performed by Procurement Clerks AS-5 is predominantly clerical, based upon a thorough knowledge of the rules, regulations, and practices relating to procurement activities, and is concerned with tasks such as the procurement of items from authorized sources, processing, verifying, or controlling, or with combinations of such tasks. Positions at this level differ from those at the AS-4 level in the degree of initial responsibility assumed, the degree of experience, judgment required, and the execution of assignments complicated by factors that are not completely resolved by direct application of guide and reference materials.

Typical responsibilities assigned to employees occupying positions in this class are similar to the following:

-Responsibility for processing, including the drafting of standardized procurement documents considered difficult because of the existence of such factors as variety of special and unusual clauses. Other responsibilities characteristic of this level include drafting of statements of determinations and findings for complex procurement contracts and following rough drafts, work sheets, and notes furnished by technical personnel responsible for the procurement transaction, which require a review of all the submitted material to select and utilize appropriate data.

-Responsibility for verifying the final, detailed, clerical review of a variety of types of procurement documents, including modifications and amendments prior to approval by the signatory authority. Such review is for the accuracy and completeness of the contracts, to avoid duplications, and to discern discrepancies.

-Responsibility for controlling, involving the maintenance of progress, status, and statistical records for complex procurement transactions from the point of initiation through final action; in addition, responsibility for followup on vendors and contractors to ensure submission of required periodic or special reports.

-Responsibility for reviewing and considering requests received from vendors, buyers, or requisitioning officials for the modification or adjustment of previously completed procurement documents such as purchase orders and contracts.

The requests generally concern such items as changes in names, changes in shipping points, substitutability of items, approval of overshipments or undershipments, changes in transportation methods, and change in termination date of the contract. Additional responsibilities in positions of this type include the drafting of formal changes, modifications, or adjustments; informing the vendor, buyer, requisitioning officials, and others of the action taken on the requests for changes; and advising buyers and vendors of the scope and limits of the provisions and stipulations of procurement documents, when such advice can be given by reference to clearly defined instructions, regulations, or precedents.

PROCUREMENT CLERK AS-1106-5: [cent'd)

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

Procurement Clerks AS-5 are under the general direction of Supervisory Procurement Clerks or other technically qualified personnel of higher levels who make assignments and determine the urgency and priority of "particular tasks. They are comparatively free from close supervision, direction, or aid on the technical and procedural aspects of the day-to-day work and are held responsible for the accuracy and timely accomplishment of their work. The work is reviewed generally on completion, except, when earlier review is specifically requested by incumbents to secure the advice and opinion on major deviations from established rules, regulations, or procedures.

NATURE OF AVAILABLE GUIDELINES FOR PERFORMANCE OF WORK:

The same guidelines are available to Procurement Clerks AS-5 as are available to Procurement Clerks AS-4. However, employees occupying positions at this level are expected to possess a more intensive knowledge of the contents of the available guide and source material so as to execute their assignments with a minimum of reference to the guides. The Procurement Clerk AS-5 makes extensive searches of the guides and source material in determining whether or not a special or unusual procurement situation is covered by established rules, regulations, or precedents or whether the transaction should be referred to supervisory or technical personnel for decision.

PURPOSE AND NATURE OF PERSON-TO-PERSON WORK RELATIONSHIPS:

The nature and purpose of personal work relationships are similar at this level to those of Procurement Clerks AS-4, although the area of contact with personnel of higher levels or vendors is broader as a result of the greater responsibilities in these positions.

NATURE AND SCOPE OF RECOMMENDATIONS, DECISIONS, COMMITMENTS, AND CONCLUSIONS:

The scope of decisions and recommendations in positions of this type can best be illustrated by such examples as the determination that procurement documents are complete, in proper form, and are accompanied by the necessary forms and justifications ; or the recommendation that other methods or procurement be used in place of mandatory sources.

Judgment, based upon the incumbent's experience and an intensive knowledge of the guides and source material, is required in recognizing transactions that present major deviations from established policies and rules and therefore require reference to technical personnel in higher grades.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
PURCHASING AGENT, AS-1105-O

This standard covers positions whose duties include purchasing or rental of commercial goods or services through informal open-market methods and uncomplicated formal competitive bid procedures. This work requires a knowledge of commercial supply sources, sales literature, prices, discounts, delivery charges, and shipment schedules to ensure the lowest possible price and adequate response to purchasing needs.

EXCLUSIONS:

-Clerical work in obtaining goods and services through requisitions against in-house supply sources (for example, stockrooms, depots, and warehouses); see DoD NAF Job-Grading Standard for Supply Clerical positions AS-2005-O.

-Clerical work involved in processing, verifying, abstracting, and controlling procurement documents, reports, or records; see DoD NAF Job Grading Standard for Procurement Clerical positions, AS-1106-O.

-Professional and technical work involved in the purchasing of supplies, services, equipment, or other materials by formally advertised bid and negotiated procurement procedures; see Contract and Procurement Series, GS-1102-O, in OPM "PCS" (reference (h)).

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This standard describes positions at the AS-6 and AS-7 levels. Although positions may be classified below the AS-6 grade level, many positions below this level do not require the skill, knowledge and ability distinguished in this occupation or perform the purchasing function on a part-time basis and may be more properly classified to another occupational area. Positions evaluated above the AS-7 level may be classified by direct application of the OPM Job-Grading Standards for GS-1105-O Purchasing Agent positions at the GS-6 and 7 levels (see reference (h)).

TITLES :

Positions that meet the criteria of working leaders or supervisors as outlined in the DoD NAF Job-Grading Standards, shall have the title of Purchasing Agent prefixed by the word "Lead" or "Supervisory," respectively.

PURCHASING AGENT AS-1105-6:

KNOWLEDGE REQUIRED BY THE POSITION:

-Basic understanding of the rules, regulations, practices, and procedures used in purchasing work in order to develop skill in the techniques of procuring a wide variety of commercial items that are readily identifiable and well-known in the trade.

-Knowledge of common business practices with respect to prices, discounts, and deliveries.

-Skill in locating sources of supply through a large number of catalogs and listings.

SUPERVISORY CONTROLS:

Assignments are performed with supervision readily available. On new assignments, the supervisor establishes operating procedures and gives specific oral instructions on methods of work accomplishment. After a period of orientation, the incumbent is capable of performing informal purchasing work independently.

The incumbent shall progress to independently making informal, verbal open-market purchases based on specific requests without prior consultation with supervisor. Normally, substitutions of items are cleared through the requesting office prior to actual purchase.

GUIDELINES:

Guidelines include agency regulations and past precedents.

A large number of commercial registers, vendor and agency catalogs, price lists, and public classified directories are available and provide direct application.

COMPLEXITY:

Purchasing methods range from the simple and repetitive telephone orders for standard retail items, requiring **only** the use of informal purchasing techniques and awarding of purchases to lowest bidder to the point at which the incumbent is required to make decisions and commit the agency to purchases when quality and delivery schedules are additional complicating factors.

Items purchased are relatively simple to describe and sources are readily available, usually through local sources of supply, and there is a high incidence of repetitive purchases.

PERSONAL CONTRACTS

Personal contacts include persons within the agency who clarify or provide information or from whom the incumbent gets approval of substitute items.



PURCHASING AGENT AS-1105-6: (cent'd)

Dealings with vendors, salesmen, and distributors are for the purpose of obtaining information regarding **items**, rice discounts, and delivery schedules.

Benchmark 1  
PURCHASING AGENT AS-1105-6:

SUPERVISORY CONTROLS:

Incumbent works with supervision available. Supervisor provides detailed guidance in accomplishing new work processes. After a period of orientation, incumbent is expected to perform most informal purchases without detailed instruction.

DUTIES :

At this level, Purchasing Agents purchase a variety of retail items from authorized sources through verbal contacts with sales representatives. Purchases are usually standard retail items, well advertised and well-known in the trade. Items are available from a number of local retailers and are described by brand names. The supervisor explains new assignments to be accomplished. Guidelines include commercial registers, vendor catalogs, agency catalogs, and manuals. Purchasing Agents contact requisitioning personnel within the agency to clarify unclear information or to advise them of delivery schedules or price changes, and to obtain approval for purchase of substitute items, and to ensure availability of funds.

Purchasing Agents contact vendor representatives to obtain information on items or services to be purchased. When purchasing new or unfamiliar items, purchase information is discussed with the supervisor to obtain approval. After **approval** from the supervisor, a verbal commitment is made with a written confirmation by **followup** purchase order.

PURCHASING AGENT AS- 1105-7:

KNOWLEDGE REQUIRED BY THE POSITION:

-Knowledge of agency rules, regulations, practices, procedures, and techniques relating to the purchase of a wide variety of commercial items as well as of some technical items (for example, auto parts, aero club supplies, specific cuts and grades of meats, and wines or liquors that are readily identifiable, well described, and usually available from a number of sources).

-Knowledge of the quality of merchandise purchased in order to determine whether an item is an acceptable substitute and, on occasion, to substitute one brand item for another based on price or delivery schedule without prior consultation with requesting office.

-Knowledge of a large number of vendor sources as well as skill in locating new sources of supply.

-Knowledge of common business practices as they relate to price, discounts, deliveries, and mechanics of purchasing.

-Knowledge of basic contracting techniques in order to prepare simple service and rental contracts.

SUPERVISORY CONTROLS:

The incumbent works under the general supervision of a higher-level supervisor using experience and judgment in order to independently perform daily work assignments . In the case of unusual, new, or precedent-setting situations, supervisory assistance is available.

The incumbent independently schedules and performs daily work assignments based on priorities.

The incumbent independently commits agency to the purchase of standard items without prior consultation with supervisor.

GUIDELINES:

Agency regulations and state laws as well as past precedents.

-A large number of commercial registers of business concerns, vendor catalogs, agency catalogs, price lists, and public classified directories.

COMPLEXITY:

Methods used in purchasing merchandise are generally repetitive and restricted to a few techniques; that is, informal verbal purchasing and simple formal written contracts or requests for bids.

Judgment is often required in determining whether price, quality, or delivery date should be given priority consideration in awarding purchase.

PURCHASING AGENT AS-1105-7: (cent'd)

Some difficulty is encountered in determining what is to be purchased and when it is needed. Purchasing Agents must keep abreast of the schedule of activities and parties to take place as well as maintaining close contact with supply personnel to be certain that all required items are available when needed. Items purchased are primarily commercial in nature (for example, supplies, equipment, and food). They are well advertised, readily identifiable, usually plentiful in supply, and off-the-shelf rather than made-to-order goods. However, on occasion, the incumbent must purchase technical items such as parts for maintenance and overhaul of aircraft and automobiles, select cuts of meats, and specialized liquor items (that is, wines and liqueurs).

#### PERSONAL CONTRACTS:

Personal contacts are with a wide variety of persons within the agency in order to clarify or provide information on items to be purchased and to discuss substitute items.

Contacts are with members of commercial sales organizations in order to obtain information on items, prices, or delivery dates and to discuss price quotes that appear out of line with previous purchases.

Benchmark 2

PURCHASING AGENT AS-1105-7:

SUPERVISORY CONTROLS:

Works under general supervision of a Supervisory Purchasing Agent or other higher-grade employee who makes general assignments and rates performance in terms of efficiency and effectiveness of accomplishment. Work is performed within well-defined guides that are usually applicable. Based on experience, judgment, and discretion, incumbent makes decisions as to interpretation of written guides. Supervisor is available to solve unique and unusual problems.

DUTIES :

Serves as Purchasing Agent to procure any combination of the following: supplies, equipment, food, liquor, and services. Procurement is accomplished primarily through informal, open-market purchase methods including simple formal solicitation of quotations and preparation of purchase order, blanket purchase order, and purchase request. Occasionally, the incumbent is required to use formal purchasing methods, which usually consist of providing in a standardized format the necessary information for the purchase action. Items purchased are usually standard commercial items, not always locally available, and some technical items described by terminology used in the industry and understood by the general public.

Reviews and processes requests for purchases. Determines that requests meet procedural and regulatory requirements including fund citation and are the appropriate price. Researches catalogs, brochures, correspondence, and other appropriate reference material to find potential suppliers.

Determines proper and most advantageous method of purchase. Consults with bidders, primarily by telephone, as to availability of items, price, delivery time, and discount. Ensures that specifications of items are adequate, complete, and precise.

Keeps current on prices of a large number of supplies and merchandise purchased. Notifies requester of any appreciable price variances. Contacts vendors and orders all foods and sundry items, office supplies, and other merchandise from selected sources. Based on own knowledge and records, reviews party sheets and special activities schedule to ensure that an adequate amount of merchandise is available when required.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
RECEPTIONIST AS-0304-O

TYPICAL DUTIES AND RESPONSIBILITIES:

Receptionists are usually located at primary points of contact or in access to buildings or offices (for example, main public entrances), where there is a demonstrated need to provide information, to give directions, to regulate visitor traffic, and to conserve staff time of technical personnel.

Receptionists are primarily responsible for giving information, usually in person but also frequently over the telephone, in response to inquiries concerning the identification, location, and general responsibilities of organizations, functions, programs, activities, operations, and personnel of the organization and offices. The work sometimes includes the scheduling of appointments, the composition of routine requests, transmittal, and acknowledgement letters and memoranda, and the performance of other clerical duties incidental to the Receptionist's function.

Although inquiries cannot always be anticipated, the kinds of questions most often asked depend primarily on the nature, variety, and objectives of the programs that the organization or office administers, the major interests of its principal clientele, and the purpose for which the position was established. Although the Receptionist covered by this standard is required to give reasonable attention to details surrounding personal visits, the Receptionist is not required to perform the type of duties inherent in secretarial positions. ---

The work usually requires the maintenance of up-to-date locator records and directories, building layouts, and other similar guides and frequently includes the maintenance of records of visitors and inquiries.

Public contact responsibility is especially important in Receptionist positions. The Receptionist frequently is the first, and sometimes the only, point of contact in an organization or office, and is required to receive calls and visitors courteously, ask pertinent questions (if necessary) tactfully, and give information and directions clearly.

Incumbents of these positions may also perform minor clerical duties as required.

RECEPTIONIST AS-0304-3:

Positions classifiable at this level have the following characteristics:

-The inquiries received and information given are consistently routine and repetitive, simple and specific, and usually relate to office locations and numbers, telephone extensions, and names and locations of key personnel, and other similarly readily available and uncomplicated factual information.

-Ordinarily, the organization or office served has few organizational segments, elements, or program units, and the number of key personnel and officials served is comparatively small.

-The unit or units served are of relatively stable organization, having so few or such minor reorganizations or changes as to have little or no effect on individual Receptionist activities (that is, only occasionally are there relocations of offices or changing of telephone numbers, office locations, and key personnel.)

-The offices and buildings served are so laid out as to create no problems or few minor ones in directing visitors and providing information on the location and dispersion of activities or personnel.

The knowledges, abilities, skills, and other qualities required at this level are a working knowledge of the organization or office served and some under-standing of its activities and functions; an ability to understand, use, and maintain directories, personnel lists and other guides and references; a good speaking voice; a normal degree of tact and courtesy in public contacts; and a retentive mind.

RECEPTIONIST AS-0304-4:

Positions classifiable at this level have the following characteristics:

Situation I:

-The inquiries received and the information given vary and are frequently routine and recurrent, but in many cases consistently require development through questioning of the exact nature of the inquiry and the following through on inquiries which are indefinite, uncertain, or inaccurately stated, on the basis of the nature of inquiries and the judgment of the Receptionist in individual cases.

-Ordinarily, the office or organization served has several elements, segments, or program units, and the number of key personnel and officials served is relatively large.

-There are occasional reorganizations and changes requiring few or minor adjustments in individual information clerical activities and services or creating few or minor recurrent problems in the direction of visitors and provision of information; or, when frequent major changes and reorganizations

RECEPTIONIST AS-0304-4: (cent'd)

occur, they do not have a significant effect on individual receptionist activities, do not require continuing adjustments in records or services and do not present significant problems in the direction of visitors and provision of information. For example, there are only occasional large-scale movements of personnel or offices with attendant changes in phone numbers, room numbers, and key personnel.

-The offices and buildings served are so laid out as to create recurring problems of relatively substantial difficulty in the direction of visitors and the location of functions and personnel.

Situation II:

-The inquiries received and the information given are consistently routine and repetitive, largely related to office locations, telephone extensions, and names and locations of key personnel.

-Ordinarily, the organization served has numerous and extensive organizational segments, elements, or program units, and the number of key officials and personnel served is very large.

-Frequent and extensive changes and reorganizations occur, involving relatively large-scale movements of functions and personnel and presenting major or continuing problems in directing visitors, providing information, and adjusting information receptionist services.

-The offices and buildings served are so laid out as to create relatively major problems in directing visitors and providing information.

The knowledges, abilities, skills, and other qualities required at this level are a general knowledge of the organization or office served and a good knowledge of the location of organizational units, functions, and key personnel; as required by the work situation, a familiarity with the nature and availability of publications, forms, and other general informational material distributed by the organization; an ability to understand, use, and maintain directories, personnel lists, and other guides and references; a speaking voice of pleasing quality and clear enunciation; a degree of tact, courtesy, poise, alertness, and good judgment, which are needed in carrying on public contacts of a relatively routine, factually centered nature; and a retentive mind.

RECEPTIONIST AS-0304-5:

Positions are classifiable at this level when

-the inquiries received and information given vary widely, include the range and variety of inquiries and information characteristic of lower levels, but in a majority of cases consistently require the explanation in general terms of functions of the organization served, to distinguish for visitors and callers among and between functions related to the subject of the inquiry, or



RECEPTIONIST AS-0304-5: (cent'd)

to resolve confusion surrounding the inquiry; the evaluation of inquiries in order to provide the most useful **and** appropriate information applicable to the nature and subject of the inquiry; and the resolution, by personal inquiry, of inconsistencies in available information.

-ordinarily, the organization served has numerous and extensive elements, segments, or program units and the number of key personnel and officials served is very large.

-frequent and extensive changes and reorganizations occur, involving large-scale changes in functions, relocations of personnel, and movement of offices, creating major and continuing problems in directing visitors and providing information, adjusting information receptionist services, and maintaining records.

-the offices or buildings served are so laid out as to create relatively major problems in directing visitors and locating functions and personnel.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
SAFETY AND SECURITY TECHNICIAN AS-0085-7

EXCLUSIONS:

-Positions of security guards, gate guards, identification checkers, exchange detectives, and others which enforce physical security controls but do not also include responsibility for determining the propriety of documentation; evaluation of internal controls; applying a knowledge of commercial and other shipping forms, procedures and regulations peculiar to the processing of merchandise; or for the use of merchandise accountability control records and procedures.

-Positions in which the primary responsibility is the maintenance of physical security or traffic control.

Physical security work and Safety and Security Technician work differ in several respects. Safety and Security Technicians are involved in the development or application of loss prevention methods, procedures, records, reports, and forms used to ensure that all merchandise received, stored, and shipped is adequately controlled, secured, and accounted for and all documentation is properly processed. The knowledges and abilities required are different from those required strictly for enforcement of physical security or traffic control, normally conducted by security and gate guards or identification checkers.

OCCUPATIONAL INFORMATION:

The incumbent assists management in the safeguarding of large amounts of both fixed and transient assets through continual surveillance to detect theft or other illegal or dishonest acts. The incumbent establishes and implements an effective safety and security program, designed to promote employee safety and health, deter acts of dishonesty, accidental injury, and maintain internal controls.

Safety and Security Technicians look for and report on unsafe mechanical and physical conditions and work practices bordering on carelessness or negligence that may involve injury to persons or damage to property, or both.

Security work is performed in connection with the receipt, storage, and shipment of merchandise and fixed assets. The processing of merchandise may include the review of documentation involved to determine its validity, accuracy, and proper handling.

Safety and Security Technicians prepare reports pertaining to incidents and accidents; gather facts and evidence on incidents involving dishonest acts; and maintain close liaison with supporting law enforcement and fire and safety officials to ensure appropriate actions.

EVALUATION CRITERIA:

Some of the criteria considered pertinent in the evaluation of duties and responsibilities outlined in this standard are considered below:

Nature and degree of potential hazard or risk to property by theft, improper handling, or neglect; to employees through improper use of equipment and safety procedures; or to the Safety and Security Technician himself during the enforcement of security measures.

Nature and variety of security devices, regulations, guidelines and emergency procedures available that the Safety and Security Technician must control and enforce and the amount of judgment in applying these regulations and guidelines.

The extent of supervision immediately available; the impact of decisions and commitments made (for example, decisions result in improvement of safety procedures); and the frequency of reports and documentation required (for example, daily reports versus weekly or monthly reports) are all significant in the determination of the proper grade level.

Although only one grade level is described, positions that fall below the levels of the functions and responsibilities contained in the standard or positions established to provide on-the-job training shall be classified at less than the AS-7 level.

With a minimum amount of supervision, Safety and Security Technicians maintain continual surveillance to detect or prevent illegal or dishonest or unsafe acts. They attempt to identify situations that are conducive to loss and individuals who are suspected of illegal or dishonest acts.

Safety and Security Technicians patrol buildings and grounds on foot or by vehicle to detect and investigate abnormal situations and conditions. They maintain continual surveillance over the areas being protected, noting the movement of persons, vehicles, and material. They immediately investigate abnormal situations and conditions (for example, a broken window, an unlocked door, power failure in a warehouse area, a speeding vehicle, or an abandoned vehicle). They scrutinize the movements and activities of suspicious persons, and, if necessary, detain such persons and notify installation security personnel.

Incumbents routinely

- review receiving, storage, and shipping operations to ensure proper documentation control.

- review internal and external security controls.

- identify safety and fire hazards.

- detect pilferage or collusion.

- conduct safety and security surveys and recommend appropriate corrective action.

SAFETY AND SECURITY TECHNICIAN AS-0085-7: (cent'd)

-prepare incident and accident reports for losses resulting from theft or injury.

-investigate incidents and accidents and recommend corrective actions to prevent recurrence.

-monitor electronic surveillance devices to evaluate internal controls and detect dishonest or unsafe acts.

-gather evidence to support legal action as well as, when necessary, testify in hearings and court actions.

AVAILABLE GUIDELINES AND INSTRUCTION:

Extensive **guides** in the form of instructions, regulations, manuals, and precedents are applied. The guides and precedents for substantive matters (such as Occupational Safety and Health Administration (**OSHA**)) are in the form of standards, rules, and principles that are not specific and detailed, and require considerable interpretation and adaptation. Extensive review may be necessary to locate existing OSHA guides or to verify that no precedent is available. Guides and instructions pertaining to internal security document flow, storage, shipping, and receiving are provided, but must be continually reviewed and adapted to loss prevention operations.

Positions at this grade level require a good understanding of the existing operations as well as the capabilities of industrial machinery and usually involve use of specialized terminology or a body of loss prevention principles and concepts. In order to achieve this expertise in both the safety and security areas, a period of on-the-job experience, training, or development ranging from several months to approximately 1 year is required.

DoD NAF ADMINISITRATIVE SUPPORT  
JOB-GRADING STANDARD  
SECRETARY AS-0318-0

EXCLUSIONS:

-Positions involving typing, stenographic, clerical, or general office duties not performed in the capacity of a supervisor's personal assistant.

-Clerical or administrative positions in which the primary duties are identified with an established subject matter series such as Statistical Clerk and Personnel Clerk.

-Positions that involve decisionmaking in regard to policy and program questions in the area for which the supervisor has responsibility.

SECRETARY AS-0318-6:

Under general supervision, the incumbent serves as Secretary to the head of an organization performing a variety of responsible clerical duties involving use of judgment, experience, and discretion. The supervisor has responsibility for a portion of a program and serves as the head of a small organization that may be organized into units. Management and administration is not complicated, and procedural controls are not extensive.

DUTIES AND RESPONSIBILITIES:

-Receives, logs, and routes incoming mail, maintaining necessary suspense controls. Reviews outgoing correspondence for correctness of format, spelling, grammar, addresses, and enclosures.

-May take and transcribe dictation of a difficult nature involving a varied vocabulary and frequent use of technical terminology or other unusual words or expressions. Determines correct format and routing of correspondence.

-Types correspondence, reports, and other materials from rough drafts, including statistical and financial data. Composes correspondence from supervisor's brief verbal or written instructions.

-Answers incoming telephone calls and supplies requested information from own knowledge or office files, or refers callers to appropriate sources.

-Makes tentative appointments for supervisor; arranges staff meetings as required.

-Maintains, on a current basis, various alphabetical and subject matter files, regulations, manuals, and directives. Posts changes thereto as required. Compiles files for narrative or statistical reports from general instructions.

SECRETARY AS-0318-6: (cent'd)

- Files and processes various documents relating to the substantive program of the organization.

- Furnishes, as required, information and guidance to clerical employees of lower grade regarding proper procedures for the preparation of correspondence.

SECRETARY AS-0318-7:

Under general supervision, serves as Secretary to the head of an organization performing secretarial and administrative duties requiring a substantial level of judgment, experience; and discretion. Actively participates in the organization's substantive programs. The supervisor heads an organization having a technical and professional staff or having a large number of hourly paid employees. Usually the organization is divided into units. Management and administration is exercised through subordinate supervisors and is characterized by formal procedures and controls.

#### DUTIES AND RESPONSIBILITIES:

- Receives incoming correspondence; composes routine correspondence; initiates replies to routine matters; and refers other inquiries to appropriate staff members or supervisor. Maintains suspense file for specific queries and for correspondence requiring special followup. Disseminates requests for information from and to activities and consolidates replies for transmittal to requesting office.

- May take and transcribe complex dictation with varied vocabulary and technical terminology. Performs responsible typing functions to include draft reports of field visits, conference resolutions and recapitulations, staff minutes, and correspondence of a confidential or sensitive nature.

- Reviews outgoing correspondence prepared by staff members for the supervisor's signature. Assures proper presentation, neatness, completeness, and adherence to current regulations and procedures.

- Collects information, data, and documentation pertaining to major problem areas from staff members and prepares briefing folders with relevant facts required by supervisor to discuss and resolve problem situations.

- Prepares conference books and related documentation for meetings and takes minutes of meetings.

- Receives and refers telephone calls and visitors. Provides general information and answers questions pertaining to routine matters. Makes arrangements for appointments and conferences.

- Arranges travel accommodations and reservations for supervisor and keeps him informed on major developments while absent from the office. Types travel orders, expense vouchers, and travel requests for visiting personnel.

- Maintains official files and pertinent publications on a current basis.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
SHIPMENT CLERK AS-2134-0

SHIPMENT CLERK AS-2134-4:

NATURE AND VARIETY OF WORK:

Work consists of a series of procedural and substantive steps that vary in nature and sequence because of the variations in the particular characteristics of each case or transaction.

Typical assignments may include maintenance of transportation regulation files, including determining impact of revisions upon routing; purchase order review, with responsibility to make corrections and annotations, as required; receipt and preparation of replies to status requests pertaining to purchase orders and related shipping documents; the coding, preparation, and distribution of shipping labels; the screening of vendor invoices and bills of lading; and the preparation of statistical reports.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

Work involving procedural matters is routinely subject to general administrative and technical review. Any assignment dealing with substantive clerical matters receives close technical review.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

Numerous guides, instructions, regulations, manuals, and precedents are applied. The guides and precedents cover procedural and substantive matters and are in the form of regulations, policies, and precedents applicable to problems that are rather clearly within the coverage of the guides, but that require some adaptation and interpretation of the guides. Extensive searching may be necessary to locate the guide applicable to a specific substantive problem. This grade level is characterized by significant problems in deciding among several applicable precedents or guides.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter knowledges are nonsubstantive in nature (of a general body of knowledge of an academic area; of the organization's programs and operations; or of a body of principles and concepts) and are in addition to the required knowledge of procedures, regulations, guides, and instructions.

SHIPMENT CLERK AS-2134-5:

NATURE AND VARIETY OF WORK:

Assignments require a good knowledge of organization transportation policies and directives and sound judgment in the application of governing directives. The work consists of complex, substantive clerical transactions involving widely varying procedures and steps.

Typical assignments may include

- receiving, reviewing, and accomplishing authorization requirements for all transportation and storage of household goods and personal effects for organization personnel; receiving and reviewing travel orders and routine requests presented by incoming and outgoing personnel to determine shipping and storage entitlements for household goods; furnishing guidance and assistance regarding packing, crating, drayage, storage, transportation, and handling of household goods and personal effects; determining authorized transportation services and arranging with commercial carriers and contractors for routine services; preparing transportation documents on overseas shipments of household goods and personal effects; and processing requests and applications for the transportation and storage of household goods and personal effects.

- developing, assembling, and maintaining statistics and records, e.g., shipping, tonnage, distribution, and traffic flow, for use in the analysis of transportation movements and the negotiation of improved carrier service and rate adjustments.

- maintaining record control systems which reflect the disposition or status of shipment actions.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

Substantive work is subject to administrative and technical review, which generally includes at least periodic spot-checks on a daily basis to ensure observance of instructions.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The position may require substantive knowledge in which the incumbent is responsible for accomplishing work requiring an extensive search to locate precedents to be used as guidelines and for selecting the most appropriate precedent. The incumbent must determine what precedent sets forth the proper principle to be applied in each problem case.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

Subject matter background must enable the incumbent to use a wide variety of reference books on a regular basis.



SHIPMENT CLERK AS-2134-6:

NATURE AND VARIETY OF WORK:

Work consists of a series of extensive procedural and substantive steps that vary in nature and sequence because of the variation in the particular characteristics of each case or transaction.

Typical assignments may include

- processing claims against vendors, ports, or carriers pertaining to the procurement of merchandise, equipment, or supplies; and maintaining followup to ensure prompt finalization of claim action; preparing action correspondence against vendors for correction of marking, documentation and shipping discrepancies reported by carriers, or ports and inspectors; and issuing claims documentation to recover repacking costs from vendors and maintaining **followup** to ensure compliance, and compiling a variety of statistical reports concerning claims, packing of cargo by commercial packers, and other related data required for special projects and studies.

- reviewing, analyzing, and developing statistical data concerning tonnage, cargo, traffic patterns, and vehicle utilization.

- receiving and screening shipment status inquiries and determining appropriate action.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER WORK:

Work is performed subject to general administrative review. Technical review consists of occasional cursory spot-checks of completed actions. The incumbent is judged primarily on the ability to complete the work promptly and to independently solve unusual and difficult problems.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The Shipment Clerk at this level must have a good knowledge of precedent actions and of less frequently used policies and regulations as reflected in the incumbent's ability to take proper action on difficult transactions. In addition, the incumbent must be familiar with the work of the entire work unit.

SUBJECT MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

The body of subject matter knowledge applied is similar in nature to that at the next lower grade level but is more extensive and complex. A knowledge and understanding of the subject matter involved is required to enable the incumbent to understand and use the technical terminology involved in' **transporta-**tion work.

SHIPMENT CLERK AS-2134-7:

NATURE AND VARIETY OF WORK:

Work requires the coordination of a series of extensive procedural and substantive steps that vary in nature and sequence because of the variations in the particular characteristics of each case or transaction.

Typical assignments may include

- maintaining required statistical data for the control and analysis of supplies and equipment destined for overseas shipment.

- reviewing purchase orders for consistency and completeness of data as to Free On Board (FOB) terms, packing, weight, proper commodity classification, and water commodity code.

- auditing freight charges of airlines, express companies, freight forwarders, railroads, and trucking companies; and referring to published tariff schedules and checking propriety of classification, carrier mode utilized, and routing of shipment.

NATURE OF SUPERVISORY CONTROL EXERCISED OVER THE WORK:

At this level, there is virtually no technical review of procedural assignments, but there is general review of substantive nonroutine clerical assignments.

AVAILABLE GUIDELINES AND INSTRUCTIONS:

The Shipment Clerk at this level must have a comprehensive knowledge of precedent actions and pertinent rules and regulations. Administrative decisions are made pertaining to action to be taken on very difficult transactions by applying experienced judgment and broad knowledge of all phases of transportation.

SUBJECT-MATTER AND PROCEDURAL KNOWLEDGE REQUIRED:

The body of subject matter knowledge required is extensive and complex as it relates to all functions of transportation. The incumbent is familiar with the work done in the different work units as the incumbent frequently provides assistance in various specialized functions. This support-type work is limited to technical administrative functions only as it relates to the incumbent's own work.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
STATISTICAL CLERK AS-1531-O

STATISTICAL CLERK AS-1531-5:

NATURE AND VARIETY OF WORK:

Assignments are of a recurrent nature, usually on a continuing workflow basis, and are concerned with a small number of statistical items, with little or no variation in the kinds and types of items or in the way they are reported on; the instructions and procedures used are limited and well standardized, as are the sequences of statistical operations.

Basic reporting practices are well established, with little or no variation from one reporting period to another; the classifications and definitions of items reported on are well defined, are easily applied, and do not vary.

Source data forms are few in number, are limited in variety and purpose, have been in standard use over a long period of time, are constant in format and content, and require only straight arithmetical cross-checking of parts to determine consistency of statistical data reported.

Searching of primary and secondary sources is based on specific and well-defined instructions from the supervisor and requires the location and abstraction of data are usually readily identifiable and directly comparable on the basis of subject, unit or item classification, and time period.

Patterns for compilations or tabulations are standardized, well established, and relatively simple in format, design, content, specifications, elements, details, and purpose.

SUPERVISORY CONTROL EXERCISED OVER THE WORK:

The supervisor gives specific oral or written instructions with assignments, indicating the desired form in which the data are to be presented, the sources of figures and information, the computations to be used, and procedures to be followed. Spot-checks are made during assignments to assure that instructions are being followed. Review is usually made of completed assignments to check accuracy of computations, adherence to instructions for form and method of presentation, and neatness and general acceptability.

GUIDELINES FOR PERFORMANCE OF WORK:

Guidelines available for the performance of work are applicable to all assignments at this level.

STATISTICAL CLERK AS-1531-5: (cent'd)

PERSON-TO-PERSON WORK RELATIONSHIPS:

Work relationships are maintained with other Statistical Clerks or clerical personnel for the purpose of verifying, checking, or proofing completed work, of securing figures or data necessary in the assignments, or of carrying out joint assignments.

STATISTICAL CLERK AS-1531-6:

NATURE AND VARIETY OF WORK:

Assignments normally are of sufficient variety over a period of time to require the cyclical or noncyclical application of one comprehensive body or several bodies of different, and somewhat related, instructions and procedures in carrying through processes and operations in the completion of assignments; the sequence of operations may vary from one assignment to another; or, from time to time, although the basic reporting form and the purpose remain the same, new items may be introduced with or without the deletion of some other items.

Basic reporting practices vary somewhat from one period to another, or within one reporting period vary somewhat among offices of origin or respondents; and classifications and definitions are fairly well standardized but are subject to some change from time to time.

Source data forms are not consistently uniform as to number, purpose, or data or item content; and may be revised from time to time to reflect new regulations, changes in the character of reporting sources, modifications in statistical procedures or operations, or related reasons.

Searching of primary and secondary sources is based on general instructions from the supervisor and requires the location and adjustment of data from readily available sources; the data may require some conversion, adjustment, and reworking as directed by the supervisor.

Computations of statistical measures are characterized by the following:

- Most measurements require simultaneous consideration of different values.

- Initial instructions and procedures are prescribed for the application of a limited set of statistical measures but are not reduced to a worksheet format showing specific operations when the same type of calculation must be applied to different variables, numerous classes, or other frequency distributions.

SUPERVISORY CONTROL EXERCISED OVER THE WORK:

The incumbent works under the direction of a supervisor who makes assignments on a day-to-day basis or controls assignments on a continuing basis.

STATISTICAL CLERK AS-1531-6: (cent'd)

Spot-checks are occasionally made of work in progress.

The supervisor is available for guidance and advice on problems not covered by instructions .

Completed assignments are reviewed for adherence to instructions and acceptability.

#### GUIDELINES FOR PERFORMANCE OF THE WORK:

Guides have general application in all instances, but require adaptation from time to time in determining appropriate order or sequence of operations or steps necessary to the completion of the assignments.

#### PERSON-TO-PERSON WORK RELATIONSHIPS:

With other Statistical Clerks or clerical personnel to check, proof, or compare completed work, to secure figures or data necessary in the assignments, or to carry out assignments.

#### STATISTICAL CLERK AS-1531-7:

#### NATURE AND VARIETY OF WORK:

Positions at this grade level are characterized by the performance (individually or with the assistance of one or two Statistical Clerks in a lower grade) or work of a level where most, but not necessarily all, of the assignments are typically represented by the following:

-Assignments frequently are of a nonrecurrent nature, involve application of standard, general, or specific instructions, but require the working out of specific methods, procedures, steps, and sequences of operations applicable to the assignments and to the individual problems encountered as the work progresses.

-Basic reporting practices require that the incumbent standardize data according to established rules and personal knowledge of the subject matter field and the form of presentation; recognize interchangeability and duplication of data in reporting forms and in tabulations; and examine results or deviations from accustomed patterns.

-Source data forms often vary in **format, purpose,** and content from one assignment to another depending upon desired statistical treatment of the data; and frequently require detailed cross-checking of parts to determine interrelationships or consistency of reported data or final tabulations.

-Searching of primary and secondary source data usually requires the preliminary evaluation of the currency, pertinency, and usability of selected data; searching occasionally requires location from readily available sources but usually involves data which in themselves are not directly comparable or

STATISTICAL CLERK AS-1531-7: (cent'd)

completely identifiable in their original form and require conversion, adjustment; and refinement.

-Patterns for compilation or tabulations must frequently be developed for individual assignments to accommodate the scope of coverage, detailed treatment required, and end use of the data.

-Computations of statistical measures are characterized by a minimum amount of instruction in the use of a limited variety of statistical processes in which the incumbent is expected to carry out a substantial part of the complete process involved.

#### SUPERVISORY CONTROL EXERCISED OVER THE WORK:

The incumbent works under the direction of a supervisor who makes initial assignments and gives general instructions as to the purpose of the assignment, form of presentation, and its ultimate objectives.

The supervisor provides guidance, as requested, on such points as interchangeability of data, transmutation of units, and conversions during the progress of assignments and reviews completed work for logic, adequacy, completeness, and form of presentation.

Work is reviewed for application of proper techniques, consistency, adequacy of coverage, and conformity with procedures.

#### GUIDELINES FOR PERFORMANCE OF THE WORK:

Guidelines available at this level are either general in nature or consist of a variety of basic procedures, instructions, and reporting practices; the incumbent determines how to apply working details.

#### RECOMMENDATIONS, DECISIONS, COMMITMENTS, AND CONCLUSIONS:

The employee, subject to supervisory approval, is responsible for decisions made in solving questions of doubtful or unreasonable entries, in selecting shortcuts in obtaining needed information, in deciding upon inclusion or exclusion of data from reports, and in actions taken to maintain continuity of data when different parts of assignments are performed concurrently.

#### PERSON-TO-PERSON WORK RELATIONSHIPS:

-With other statistical unit personnel to secure or furnish information or data, reports, and previous compilations.

-With professional personnel to secure or discuss additional subject matter information or instructions during the progress of the assignments or to present for approval suggestions in the computation or calculation of their data.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
SUPPLY CLERK AS-2005-0

EFFECT OF AUTOMATION (AUTOMATIC DATA PROCESSING SYSTEMS) ON SUPPLY CLERK POSITIONS:

In an automated inventory system, Supply Clerks must have sufficient knowledge of the mechanized program to apply the coding structures for specific merchandise actions, and, in some situations, to know when and how to introduce information or merchandise actions into the computer.

Incumbents are not generally required to know how to operate the computer equipment, nor do they typically have any responsibility for programming or for adjusting the equipment when errors due to malfunctions are discovered.

Routine inventory actions, uncomplicated by errors, are machine processed and impose no additional burden on the Supply Clerk. Many clerks, however, are concerned almost entirely with actions of high priority or actions that were rejected by the computer for various reasons. These include errors of coding, unit of issue or quantity, inadequate identification, nonavailability, and shipment of wrong items. Such errors may occur during the input state or at any point in the procurement and distribution cycle; they may be keypunch or data-processing errors or failures that developed within the data processing element. The Supply Clerk shall determine the cause and correct the errors and shall choose the appropriate methods by which the computer will restart the proper flow of information. This may involve the use of one or more card formats and one or more coding patterns; and decisions as to where the information must be restarted or what information must be deleted from the computer's memory (such as, suspended files to be cleared, balances in one account to be reduced while others are to be increased, and cancelled actions to be reinstated).

Resolving such errors requires one or both of the following:

- Knowledge not only of inventory management procedures but also of the distribution procedures of the serviced organizational elements.

- An understanding of the mechanized programs and coding structures to identify the errors, to reintroduce the rejected actions, to follow through for meeting the requisitioner's needs, and to assure management control and proper inventory accounting.

- Work related to an automated inventory management system per se does not make a job more difficult. Rather, it is the nature of the assignment and the level of responsibility required that are significant in determining the level of difficulty of a position. These characteristics are spelled out at each grade level of this standard.

SUPPLY CLERK AS-2005-3:

Typical work assignments at this grade level follow:

RECORDS MAINTENANCE: (a) processing inventory management documents that are authorized and standard as to format; (b) extracting information from standard inventory action documents and other reference material; furnishing data and listings of authorized substitute items, when data selected are readily recognized in one form or another, and posting data to established records; and (c) making, extending, and totaling computations, which include adding and subtracting inventory quantities, computing total costs and averages, and related computations involving the arithmetic processes of addition, subtraction, multiplication, and division.

FORMS PREPARATION: preparing standard authorized inventory control forms for merchandise, supplies, and equipment obtained through regular supply channels in the system.

BACK-ORDER FILES MAINTENANCE: (a) maintaining files in established sequence; (b) reviewing additions to files and back orders by checking identification and quantity of merchandise requested to ensure that merchandise requests are not duplicated or maintained in files for over-specified time periods; and (c) reviewing back-order requests upon receipt of renewal requests or when shipping data permits and releasing back-order requests for **vouchering** and shipment on notice of inventory availability, based on priority or shipment date.

STOCK LEVEL MAINTENANCE: (a) reviewing stock records per required review period to determine inventory amount needed to meet established requirements; and (b) determining inventory amount required to replenish accounts based on stock quantity on hand, due in, and due out and by comparison with authorized stock levels.

INVENTORY ADJUSTMENT: comparing counts on inventory forms with stock record balances and requesting item recounts when balances are in disagreement.

RECEIPT CONTROL: (a) preparing receipt document records when data selected are indicated clearly on copy of document as captioned, numbered, circled, or checked; and (b) conducting **followup** on receipt documents by preparing standard form letters when not received within prescribed time periods.

EDITING: (a) verifying information on inventory action documents by comparing with furnished and readily available information sources; and (b) correcting discrepancies detected in documents and inventory listings to agree with source material.



SUPPLY CLERK AS-2005-4:

Typical work assignments at this grade level follow:

RECORDS MAINTENANCE: (a) processing standard inventory action documents being used for more than one purpose; (b) extracting information from electrical accounting machine reports, master data change notices, contracts, and documents when data are not readily recognizable and recording entries for posting; and (c) establishing records for inventory items not recorded previously by referring to original sources for accuracy of nomenclature, issue unit, commodity class, and commodity group.

FORMS PREPARATION: (a) selecting and preparing inventory control forms, which involve a number of considerations as indicated in specific reference material; and (b) considering incomplete information on inventory action documents and control forms, which requires determination of source, supply channels, and regulatory requirements.

BACK-ORDER FILES MAINTENANCE: (a) determining priority for release of back-order inventory by considering such factors as date items must be received, due-in date, and shipment time; (b) releasing back orders by taking secondary merchandise actions governed by specific control references that define appropriate action; and (c) initiating action to expedite procurement.

STOCK LEVEL MAINTENANCE: (a) revising requisitioning objectives for authorized "recurring-request" items and for decentralized items processed for replenishment; (b) adjusting replenishment levels needed to keep inventory position current for requested items by applying readily available and specific procedures and using such known factors as issue experience, seasonal demand changes, mandatory allowances, and maintenance levels; and (c) recommending disposal action or stock level changes for slow-moving or dormant stock.

INVENTORY ADJUSTMENT: (a) conducting selective initial investigation of history and item record balances not agreeing with inventory counts and having a few inventory actions; (b) comparing item quantities with predetermined control factors to determine whether discrepancies should be investigated and when items authorized for issue are non-critical and have low monetary value; and (c) correcting routine discrepancies.

RECEIPT CONTROL: (a) processing receipt transactions similar to those previously encountered, characterized by inventory authorizations that clearly identify and indicate quantity due, inspection and consignment sites, and instructions; and (b) taking specific action in rejecting duplicate shipments and overshipments or in directing merchandise to assembly or storage area.

EDITING: editing requests for authorized items of issue in one or more commodity classes for accuracy and presence of stock numbers, nomenclature, authorized substitutes, authorized allowances, basis and authority, and compliance with established regulations.

SUPPLY CLERK AS-2005-4: (cent'd)

MATERIAL REQUIREMENTS MAINTENANCE: (a) processing planned inventory requirements by transfers of available stock to holding accounts where coding transactions to reserve stock are limited in numbers; (b) substituting items authorized and indicated on inventory record cards or obtained from catalogs or manuals; and (c) furnishing to requisitioners factual stock availability information obtained from inventory record cards, back-order files, or other available sources.

SUPPLY CLERK AS-2005-5:

Typical work assignments at this grade level follow:

STOCK LEVEL MAINTENANCE: (a) establishing and revising requisitioning objectives for recurring and nonrecurring authorized items obtained through the inventory management system and for decentralized items procured initially for replenishment; (b) recognizing need for, establishing, and adjusting replenishment levels to keep stock position current; (c) selecting applicable procedures and formulas in establishing levels for nonrecurring items, items not carried previously, and locally procured items having few limitations on quantities to be stocked; (d) making determinations that are affected by such factors as estimates furnished by requisitioners, previous requests for similar stock, and demand of using organizations; and (e) initiating disposal actions and inventory level changes on slow-moving or dormant items.

INVENTORY ADJUSTMENT: (a) conducting investigations of history and record balance not agreeing with inventory counts of stock items authorized for issue involving few areas of error; and (b) making detailed comparisons with available information sources in tracing transactions through previous actions to resolve errors detected during investigations and to determine causes of discrepancies and adjustments necessary to bring stock records into agreement with inventories.

RECEIPT CONTROL: reviewing receiving inspection reports for discrepancies as to quantities, substitutes, incomplete shipments, noncompliance with container marking specifications, and overages exceeding quantity clause limitations.

EDITING: (a) editing varied requests for authorized issue items of principal items in one or more commodity classes for accuracy and presence of stock numbers, nomenclature, authorized substitutes, authorized allowances, basis and authority, excess allowances and justifications, and compliance with directives; (b) interpreting selected reference sources and using more than one catalog system in making corrections to inventory requests; and (c) changing requests in excess of authorized allowances; and (d) determining and initiating secondary inventory actions.

REQUIREMENTS MAINTENANCE: (a) processing planned inventory requirements covering one or more commodity classes of authorized items for issue; (b) making continuous history followups on inventory activity; and (c) recommending action on problems encountered in the receipt or issue of planned items .

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
SUPPLY CLERK (INSPECTION) AS-2005-0

SUPPLY CLERK (INSPECTION) AS-2005-6:

NATURE AND VARIETY OF WORK:

At this level, employees conduct, under general supervision, visual inspections of merchandise. Incumbents visually inspect items being processed for count, identification, obvious damage such as nicks, dents, bends, tears, scratches, and fractures and poor workmanship, material, and finish. They inspect the unit package for required preservative application, wrapping, cushioning, and sealing of packages; ensure that merchandise and material conform to requirements and specifications; and bring to the attention of the supervisor items that do not conform.

SUPERVISION RECEIVED:

Work assignments and procedures are prescribed. The supervisor gives detailed instructions concerning all phases of the inspection process and answers questions concerning applicability or interpretation of guides. Work is reviewed and checked sufficiently to keep the supervisor aware that instructions and methods are being understood and followed.

NATURE AND SCOPE OF RECOMMENDATIONS AND DECISIONS:

Commitment authority is restricted to decisions in which specific standards, specifications, and guidelines exist and are noncontroversial. Initial recommendations may be made to improve specific methods or procedures or for acceptance or rejection of borderline products.

PERSONAL CONTACTS:

The level and purpose of personal contacts are limited. Contacts are with first-line supervisors or employees to gather facts, discuss guidelines covering particular situations, to explain reasons for acceptance or rejection of individual items or lots, and to initially discuss methods for correcting or improving obvious faults or defects.

SUPPLY CLERK (INSPECTION) AS-2005-7:

NATURE AND VARIETY OF WORK:

At this level, employees independently conduct inspections of merchandise. Incumbents are responsible for having a complete understanding of visual inspection techniques and permissible limits for acceptance of items; making necessary arrangements with stockroom, warehouse, and **vendor** personnel for the conduct of the inspection, conducting the required visual examination, and accepting or rejecting items; bringing defective merchandise to the attention of the proper officials; and calling attention to improvements required to meet criteria and specifications. **Incumbents** may be-assisted in performing this work by one or more clerks.

SUPPLY CLERK (INSPECTION) AS-2005-7: (cent'd)

SUPERVISION RECEIVED:

Work assignments and objectives are prescribed, but methods of accomplishment are seldom reviewed or controlled while work is in process. Most problems that arise in the day-to-day operations are resolved by the employee. Problems arising from controversial situations, obsolete guides, lack of guides, and policy questions are referred to the supervisor for resolution. The supervisor makes occasional checks of inspections performed. Other work is reviewed or checked for technical accuracy, acceptability, and completeness.

NATURE AND SCOPE OF RECOMMENDATIONS AND COMMITMENTS:

Commitment authority includes final decisions or recommendations with respect to accepting or rejecting items based on inspection standards and criteria and authority delegated by the immediate supervisor. Initial or final decisions are made with respect to proper application of specifications and standards that are not subject to variable interpretations. Suggestions are made for new or revised quality control or inspection procedures and techniques.

PERSONAL CONTACTS:

Contacts are made with key officials and technical specialists within the facility served. Purpose of the contacts is to explain reasons for accepting or rejecting items, to discuss problems that arise, to explain specification requirements for inspection, and to suggest improvements in quality control or inspection techniques. Contacts are also for the purpose of clarifying technical information with respect to complex specifications and guidelines or with respect to varied operations. Contacts may also concern the adequacy of inspection and quality control systems for items subject to visual inspection.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
TAPE LIBRARIAN AS-0335-0

TAPE LIBRARIAN AS-0335-6:

NATURE AND VARIETY OF WORK:

Positions at this grade level involve work in an EDP library, including affixing labels to tapes and disc packs, ensuring that complete and accurate identifications are made, issuing correct tapes for each application and ensuring that tapes are returned, and maintaining the security and storage of all material in the library.

Incumbents maintain records and files of all programs and materials used in EDP applications. They locate and disseminate required tapes and materials for each scheduled application and provide information to requesting persons regarding status of particular programs and location of tapes being used.

Incumbents may assist in performing duties such as maintaining and updating production schedules, maintaining reports of machine utilization, and assuring that required reports are transmitted on a timely basis.

CONTROLS OVER THE WORK:

Technical review of assignments consists of occasional spot-checks. Work is evaluated primarily on the ability to perform work independently, accurately, and in a timely manner. The incumbent must have a good knowledge of precedent actions and of less frequently used policies and regulations as reflected in the ability to take proper action on difficult transactions. In addition, the incumbent must be familiar with the work of the entire work unit.

Selectivity is exercised in determining alternatives from among a very large number of substantive guides; in answering questions posed by operating and staff data systems personnel; and in recognizing those problems that require referral.

TAPE LIBRARIAN AS-0335-7:

NATURE AND VARIETY OF WORK:

Assignments at this level consist of essentially the same kind of independent, substantive work as described at the next lower level. However, at this level, the work involves a broader range and wider variety of work presenting numerous alternative courses of action, such as would exist in performing a full range of EDP librarian functions. In addition to the clerical assignment, there is also frequently a secondary assignment to provide limited assistance to one or more professional or technical employees or to a supervisor. Such assignments are related to a much broader area of work than is the basic librarian function.

TAPE LIBRARIAN AS-0335-7: (cent'd)

In addition to performing the basic functions of receiving, storing, and issuing magnetic tapes and disc packs and maintaining necessary documentation and controls, incumbents at this grade level are responsible for operating various types of equipment to clean magnetic tapes.

Tape Librarians at this level typically catalog material according to content, purpose of program, routine or subroutine basis, and data on which generated; assign codes conforming with the standardized system; prepare index cards for file reference; store materials and records according to classification and catalog number; issue materials and maintain charge-out records; and inspect returned tapes or cards and notify supervisor if they are worn or damaged. They may maintain files of program development records and operating instructions operate keypunch machines to replace defective punch" cards, and produce data cards to identify punch card decks. The incumbent may be required to work in computer room operations performing such tasks as loading and removing print-out forms, reels of tape, and decks of cards.

#### CONTROL OVER THE WORK:

At this level, there is no technical review of procedural assignments, but there is general review of nonroutine substantive clerical assignments. However, when assistance to professional or technical system employees is required, the work is spot-checked closely. The incumbent must have a comprehensive knowledge of precedent action and pertinent rules and regulations.

The body of subject matter knowledge is extensive and complex in nature as it relates to all the functions of data processing. The librarian is familiar with the work performed in the different work units and frequently assists data systems personnel assigned various specialized functions. This **assistance-** type work is limited to technical administrative functions only as it's related to the incumbent's own work.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
TELEPHONE OPERATOR AS-0382-O

TELEPHONE OPERATOR AS-0382-2:

At this level, employees

- place and receive local and regular long-distance calls, which don't require knowledge of procedures peculiar to a variety of long-distance calls.

- Perform duties as a sole operator in a routine situation, in which unusual problems are not common (for example, few, if any, information duties are performed or placing and receiving local calls and occasional regular long-distance calls). In addition, an operator at this level may perform minor clerical or administrative duties such as record-keeping.

- perform information operator duties in a routine situation, such as furnishing telephone numbers, extensions, and names from alphabetical or numerical files or directories where the organizational breakdown of the activity serviced ranges from few to many.

- perform operator duties in a training situation learning the telephone procedures for the-organization served and/or learning to complete the more complex calls typically handled at the next higher level.

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- revise directories and files from records maintained by the telephone service, and may perform other incidental clerical work as required.

Written guides, manuals, and regulations that require limited judgment and interpretation in their application are available. A supervisor is readily available to solve problems that are difficult or complex. Work is reviewed by occasional monitoring and appraisal of results. Trainee operators receive detailed instructions as to procedures and desired results, and work is frequently checked.

TELEPHONE. OPERATOR AS-0382-3:

At this level, employees

- place and receive local and regular or special long-distance calls requiring knowledge of the procedures peculiar to a variety of long-distance calls, such as those placed over various circuits or networks (for example WATS, FTS, AUTOVON, Tieline, or commercial long-distance circuits including conference calls, collect calls, and appointment calls). Operators at grade AS-3 often handle standard emergency type calls for police, ambulances, or firemen. In addition, they refer calls to officials after hours, locate individuals, and perform tasks such as measuring time and computing bills and charges on calls.

- perform sole operator duties, including placing and receiving local and regular long-distance calls with occasional special calls.

TELEPHONE OPERATOR AS-0382-3: (cent'd)

- perform duties as information operator, furnishing telephone numbers, extensions, and names from directories and files arranged alphabetically, numerically, or by organizations and functions when there are a large number of organizational breakdowns of the activities serviced. AS-3 operators may frequently refer a caller to information services not connected with the telephone service or relay information between the caller and such information service so that the call might be completed.

- revise directories and files from records maintained by the telephone service.

Written guides, manuals, and regulations that require judgment and interpretation in their application are available. A supervisor is readily available to solve complex problems. The work of sole operators is reviewed by occasional monitoring and appraisal of results, but typically the sole operator performs without a supervisor readily available.

TELEPHONE OPERATOR AS-0382-4:

At this level, employees

- place and receive local and regular or special long-distance calls in which special long-distance calls are consistently complex, there are a sufficient number of alternate (tie) lines or circuits to accomplish many and varied routings and alternate routings, and calls are of such a critical nature that the priorities of the calls being placed and the working calls must be under the operator's constant cognizance, so as to permit the highest degree of personal involvement required at this level.

- perform sole operating duties, including placing and receiving local and regular or special long-distance calls, with occasional complex calls requiring a high degree of personal involvement. This sole operator is the only individual available who is technically qualified to perform complex calls or solve complex telephone issues. Such issues are not common, but do occur. They are comparable in nature, complexity, and difficulty to those complex calls handled by other operators at this level and include routing, alternate routing, tracing, or locating individuals. Such information work as may be performed is usually similar to that described at the AS-3 level. Performs other work as indicated for sole operator as AS-3.

- serve as information operator, furnishing items such as telephone numbers, extensions, and names from directories and files arranged alphabetically, numerically, and by organization structure and function, when there are a large number of organizational breakdowns of the elements serviced and when the operator seldom resorts to referring the caller to information services not connected with the telephone service (for example, locators, or personnel).

Telephone operators at this grade level may also serve as working leaders of telephone operators at the AS-3 grade level.



TELEPHONE OPERATOR AS-0382-4: (cent'd)

Written guides, manuals, and regulations that require sound judgment and interpretation in their application are available. While the supervisor is available to assist in the resolution of the most difficult calls, such assistance is rarely needed.

The work of the sole operator is seldom monitored, with the operator relied upon to show good results. The supervisor is not normally available.

DoD NAF ADMINISTRATIVE SUPPORT  
JOB-GRADING STANDARD  
TELETYPEPIST AS-0385-O

TELETYPEPIST AS-0385-4:

NATURE AND VARIETY OF WORK:

At this level, the employee

- undergoes systematic on-the-job training in operation of teletype equipment in acquiring the basic knowledge related to teletype communication at the AS-5 level.

OR

- operates teletype equipment in the transmission and receipt of simple messages, such as single address, plain language, clear text, or simple book, over a single circuit or refiles simple messages with other circuits or networks; as a part of the communications procedures used interprets abbreviations and signals, observes priorities, classifies transmissions, proofreads copy, inserts call signs and time notations, constructs simple message headings, and follows other standard procedures.

SUPERVISION RECEIVED:

The supervisor provides specific instructions for all methods and procedures. The operator consults with the supervisor when problems occur.

TELETYPEPIST AS-0385-5

NATURE AND VARIETY OF WORK:

At this level, employees

- transmit simple messages (book, tabulation, multiple address, single address) over networks or systems; or transmit on a continuing and regular basis complex messages (complex book, multiple address messages, or other messages containing significant proportions of complex tabulations) over a single circuit, or refile such messages on other circuits, networks or systems; determine which equipment or routing to use based on time factors, cost, and other traffic.

- transmit messages by direct keyboard transmission,

- perforate tape, proofread tape for accuracy and transmit tape automatically on appropriate teletype equipment.

In performing these duties, constructs simple message headings and constructs and assigns code symbols, procedural headings and, instructions, and call signs; checks messages for garbling; confirms messages and inserts **time** designations; interprets Z and Q signals; and operates equipment involved in teletype conferences between two or more stations requiring transmission from oral dictation.

TELETYPEPIST AS-0385-5: (cent'd)

SUPERVISION RECEIVED:

Day-to-day work is usually repetitive, involves few deviations, and is subject to after-the-fact supervisory reviews. Operating procedures are standardized. The supervisor provides any changes or modifications in the work procedures.

TELETYPEPIST AS-0385-6:

NATURE AND VARIETY OF WORK:

The employee performs the full normal journeyman level of teletypist functions similar to the AS-5 level, but. usually involving a greater number of the more difficult transactions.

SUPERVISION RECEIVED:

The supervisor provides instructions for new or modified methods and procedures. The operator consults the supervisor when problems occur. Supervision need not be direct, but may be given from another station by wire or other means.

DoD NAF ADMINISTRATIVE SUPPORT ,  
JOB-GRADING STANDARD  
TRAVEL CLERK AS-2132-0

TRAVEL CLERK AS-2132-5:

NATURE AND VARIETY OF WORK:

MODES-At this level, one and sometimes two modes of transportation are regularly used, and trips seldom involve the use of two or more modes of transportation. Information on carriers, modes, and facilities is readily available, and close contact is maintained with the carrier's local office. Timetables or guides are easily obtainable and coordinated.

TRAVEL PATTERNS-Travel is almost always recurrent by the same modes, carriers, routes, and same major points of origin and destination. There are no significant problems caused by rerouting, and there are few side trips requiring changes in mode of transportation. Travel is to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is planned well in advance to avoid major problems of scheduling or accommodations .

SPECIAL SERVICES-Travel seldom involves special transportation privileges or special allowances or requires authorization or planning for supplemental or special transportation facilities. When these are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

SUPERVISION RECEIVED-Work is performed under close supervision and specific instructions are provided by a supervisor. Work is checked thoroughly upon completion to ensure the application of appropriate procedures, regulations, and policies.

TRAVEL CLERK AS-2132-6:

NATURE AND VARIETY OF WORK:

MODES-At this level, one or two modes of transportation are regularly used. Trips usually involve the use of two or more modes of transportation. Information on carriers, modes, and facilities is readily available since most carriers servicing the area maintain local offices or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides.

TRAVEL PATTERNS-Travel frequently is recurrent, by the same modes, carriers, routes, and same major points of origin and destination. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes in transportation. Usually travel is to areas accessible by direct line or established connecting points and normal modes of transportation; therefore, when stopovers do occur, they are almost always on regular, main, or direct connecting routes. Travel is not always planned well in advance, so there are some major problems of scheduling or accommodations.

TRAVEL CLERK AS-2132-6: (cent'd)

SPECIAL SERVICES-Travel involves special transportation privileges or special allowances or requires authorization or planning for supplemental or special transportation facilities. When these are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.

SUPERVISION RECEIVED-General instructions are received as to the nature and coverage of the work to be accomplished, including the priority of assignments and target dates for completion. Within these guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of completed work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

TRAVEL CLERK AS-2132-7:

NATURE AND VARIETY OF WORK:

MODES-At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Combinations of government and commercial carriers are frequently used. It is frequently difficult to secure information regarding carrier schedules and fares because some carriers do not maintain local offices or do not publish information regularly.

TRAVEL PATTERNS-Travel is varied, often not recurrent, and periodically requires planning for relatively inaccessible intermediate or destination points (for example, points that are remote or inaccessible in terms of the unavailability or undependability of local transportation or the lack of connecting lines). Routings are diverse, and there is necessity for frequent rerouting, replanning, or rearranging. Adequate lodging and meals are difficult to obtain in many places, and little information is published about such facilities.

Many side trips occur, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. Some travel arrangements are required for remote areas or areas otherwise difficult to reach by normal modes of transportation. Emergency travel arrangements are frequently required, creating problems of scheduling and accommodations.

SPECIAL SERVICES-A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities (such as excess baggage, use of special routes or terminal points, or contract or charter service).

SUPERVISION RECEIVED- The incumbent receives general administrative supervision. The incumbent is characterized by **independence** of action, personal accountability of the Travel Clerk in travel matters, and very little instruction, guidance, and review except for review of accomplishment of broad objectives and conformance to policy. This type of supervision is usually best manifested by the delegation to travel position of responsibility as the authority on travel matters,

TRAVEL CLERK AS-2132-7: (cent'd)

including the furnishing of advice and information to travelers, administrative officials, and others; and responsibility as the principal point of liaison with other elements and with carriers and other facilities.